

KIPDA
POSITION DESCRIPTION

Class Title: GIS Specialist

Division: Transportation

Supervisor: GIS Coordinator

Supervises: None

Class Characteristics: Under the general administrative direction, responsible for assisting in operating and maintaining the Geographic Information System (GIS); maintains computerized regional transportation databases using GIS; edits and provides regional and local mapping exhibits; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Creates/Edits GIS databases.
2. Uses GIS software (ESRI) to assist staff with data analysis.
3. Creates map products for various agency needs.
4. Assists agency staff and member agencies with GIS requests.
5. Provides GIS technical assistance for staff mapping needs.
6. Integrates Census data with base maps.
7. Assists in collecting field data.
7. Performs other duties as deemed necessary.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in GIS, geography, geosciences, urban planning, or closely related field supplemented by two years' GIS experience. GIS certification preferred but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of ESRI GIS software, concepts and related databases.
2. Thorough knowledge of hardware configuration, including networking and installation.
3. Basic knowledge of Online Mapping.
4. Basic knowledge of field data collection using GPS products.

Skills:

1. Skill in the use of computers and other office equipment.

2. Skill in GIS analysis and statistical methods.
3. GIS related programming.
4. Effective verbal and written communication skills.
5. Analytical skills
6. Organizational skills.

Abilities:

1. Ability to maintain effective working relationships with other employees, elected officials, outside agencies, governments, consultants and businesses.
2. Ability to work independently with little supervision.
3. Ability to work under pressure, completes tasks under time constraints.
4. Analytical ability for scaling and other mapping/drafting applications.
5. Ability to systematically compile technical and statistical information.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically but also must use own judgement.

Processes: Work varies slightly and seldom needs a different, new, or unusual approach to complete tasks.

Review of Work: Supervisor reviews work as needed.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, copier, telephone, fax machine, etc.); ARC/INFO, ArcView, GIS System, map plotter, map copier and color printer.

Requirements of the Job: Work is typically performed while sitting at desk or table in a climate controlled environment with intermittent walking, standing, and stooping; lifting light objects (up to 25 pounds) is a requirement of the job; operation of a vehicle is required for this job.

Contacts: Little or no contact with others outside immediate co-workers and supervisors.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.