

POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA

POSITION: GIS Technician/Specialist
DEPARTMENT: MITS
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: SO Specialist Occupations)

DATE WRITTEN: August 1999 STATUS: Full-time
DATE REVISED: March 2002 FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as GIS Technician in the Management Information Technology Services Department, responsible for managing, maintaining and providing GIS data, and providing services.

DUTIES:

Responds to requests for data from other County departments and the public, including plotting on various maps, creating CDs and zip disks, and transferring files. Assists other users with GIS data as requested.

Maintains GIS data on computer, such as transportation boundary, control, property, topography, hydrology, legal drains, zoning and planning maps. Maintains plotter, installing paper, ink cartridges and related supplies.

Maintains current knowledge of GIS by reading related publications/periodicals, and periodically attending seminars, conferences and/or meetings.

Performs related duties as assigned.

JOB REQUIREMENTS:

Associate Degree in geography, engineering or computer science, or equivalent combination of education and experience. Ability to obtain any required technical certifications.

Working knowledge of and ability to make practical application of principles, practices and technology of GIS operation, and ability to properly operate various office equipment, including computer, plotter, printer, copier, typewriter, and calculator.

Working knowledge of aerial photography and products, land surveying, photogrammetry, and cartography, and ability to interpret and use planimetric, parcel, topography, control and hydrology data.

Ability to effectively communicate orally and in writing with co-workers, other County departments, engineering and surveying companies, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare a variety of documents/reports.

Ability to understand and follow written and oral instructions, work on several tasks at the same time, and complete tasks effectively amidst frequent distractions and interruptions.

Ability to work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for seminars and/or meetings, sometimes overnight.

DIFFICULTY OF WORK:

Incumbent's duties are broad in scope requiring consideration of complex variables. Incumbent performs according to department policies and procedures and supervisory direction, exercising independent judgment in selecting and adapting standard methods/procedures to fit varying situations.

RESPONSIBILITY:

Incumbent receives indirect supervision, and discusses unusual situations with supervisor as needed. Incumbent's work is reviewed primarily for technical accuracy and compliance with department policies.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, engineering and surveying companies, realtors, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, and assisting users.

Incumbent reports directly to GIS Administrator.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting and walking at will, close vision, hearing sounds/communication, and handling/grasping/fingering objects, and occasionally involving pushing/pulling/lifting/carrying objects weighing up to 50 pounds, crouching/kneeling, bending, reaching, color perception. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for seminars and/or meetings, sometimes overnight.