



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5840

PAY RANGE CODE: [04140](#)

REVISION DATE: 7/27/17

NATURE OF WORK:

This is technical work involving the maintenance and production of geospatial databases, hard copy and digital map products, and web maps and apps within an enterprise Geographic Information Systems (GIS) environment. Work involves determining user needs, assisting in the maintenance and production of geospatial data, maps, and apps in responding to those needs, and supporting users in the use of the resulting geospatial data, maps, and apps. The work also involves an understanding of digital data maintenance processes, quality control checks, data relationships, and supporting documentation as they apply to participating agency GIS resources. An incumbent in this classification exercises moderate independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Creates, updates, and maintains digital geospatial datasets using various information sources according to documented procedures and policies, including digitizing from hard copy records, assimilation of existing digital datasets, processing data collected in the field, and integrating related tabular databases.

Interprets and applies information from a number of sources into the GIS, including engineering plans, floodplain maps, as-built plans, surveys, plats, tabular reports, and AutoCAD datasets; consults appropriate internal staff and/or originator to ensure accurate interpretation of information.

Prepares hard copy and digital maps to meet the specific needs of internal users, projects, and publications.

Documents GIS-related feedback from internal and external users and, if necessary, provides prompt action or information based on user feedback.

Assists staff and the public with GIS information requests, including hard copy and digital map production, GIS database queries, and basic technical support.

Communicates on a regular basis with the GIS Coordinator and GIS staff members to determine departmental GIS needs, discuss potential data and application integration, and align actions with overall City Enterprise GIS initiatives.

Attends training, seminars, and conferences to maintain knowledge of developing GIS technologies, applications, and trends.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the software, hardware, and geospatial data formats currently used in the GIS field.

Knowledge of cartographic mapping techniques and procedures used in the creation, maintenance, and production of digital and hard copy map products.

Knowledge of basic geospatial analysis concepts.

Skill in the preparation and production of maps, reports, and related documents.

Skill in creating and maintaining digital spatial data layers using GIS software.

Skill in fulfilling basic GIS query and analysis requests using GIS software.

Ability to plan one's schedule, set priorities, meet deadlines, and work independently, with periodic general guidance, on a number of projects simultaneously.

Ability to perform arithmetic, algebraic, and geometric calculations.

Ability to read and interpret legal descriptions, engineering surveys, plat maps, and other land records.

Ability to prepare and maintain accurate reports, correspondence, and other documents.

Ability to operate standard office equipment.

Ability to assist others in the use of GIS hardware, software, and data.

Ability to communicate effectively, orally and in writing.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand, walk, or lift from 51 to 75% of the time; to reach, bend, stoop, squat, kneel, crouch, crawl, push, pull, sit, or type from 26 to 50% of the time; and to climb and balance up to 25% of the time.

Ability to use up to one hundred (100) pounds of force up to 33% of the time, up to fifty (50) pounds of force from 34 to 66% of the time, and to use up to twenty (20) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

One (1) year of experience in the use of GIS software and data.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Mobile Devices

Copier
Calculator

Printer
Scanner

Previous Revision Date(s): 10/16/06