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OTHER JOB FUNCTIONS

Provides backup support to other staff performing GIS functions in the County Planning Department to ensure continuity of service and GIS data.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of ESRI software products including Arc Info and Arc View, existing GIS Software applications, OSSI CAD System, and other related computer applications.

Knowledge of the operation and use of GPS equipment, Digital Imagery, and existing mapping data.

Knowledge of the principles and practices of GIS database design, development, implementation, administration, and maintenance.

Knowledge of the principles of relational database design.

Knowledge of the operation of client/server computer systems and networks, with emphasis on 32 bit PC operating systems such as Windows and Microsoft Office Products.

Working knowledge of data technology concepts such as data communications and security as they relate to GIS products and integrated systems.

Skill in all facets of GIS/Mapping/Addressing as related to the 911 Computer Aided Dispatch (CAD) System and response plans.

Ability to extract CAD data for geographic presentations in a GIS format.

Ability to identify, analyze, and solve problems independently.

Ability to communicate effectively orally and in writing.

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

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in GIS, Geography, Planning, Civil Engineering, Computer Science or a related field and one year of experience in Geographic Information Systems or related area; or an Associate's Degree from an accredited college or university in GIS, Geography, Planning, Civil Engineering, Computer Science or related field and two years of experience in Geographic Information Systems or related area: or an equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**