

GIS Technician essential duties

- Produces printed maps for both the all city departments and the general public showing map features, property boundaries, platted lots, recorded bearings and distances as applicable, parcel numbers, etc.;
- Creates, maintains and updates databases using GIS;
- Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;
- Conducts research of legal documents to insure correct platting of property descriptions;
- Provides technical and administrative assistance for the City GIS program;
- Maintains a positive, helpful, constructive attitude and working relationship with other City employees, Elected Officials and the public.

Technology and Tools Requirements:

- Competent ability to use a personal computer and associated peripherals and use Microsoft Windows XP, Vista or 7 and higher, familiar with Computer Assisted Mass Appraisal (CAMA) databases specific to the County, Internet use, and e-mail system;
- Specific capability to operate ArcGIS desktop software for preparing maps, maintaining such maps, along with the ability to analyze data, and prepare map products while developing and maintaining GIS data sets;
- ArcGIS experience including but not limited to constructing polygons using coordination geometry, heads up digitizing over imagery, .mxd project creation, use and manipulation of geodatabases.