G. I. S. SPECIALIST

DEFINITION

Under general supervision, creates and maintains Geographic Information System (GIS) geodatabase, including assembling source materials, verifying accuracy of data, digitizing and entering attribute data; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in the automation and maintenance of a GIS database; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

NA

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to perform the full range of GIS Specialist geodatabase automation and maintenance functions, including management of project work spaces, the sequencing of processing tasks, basic training in automation procedures, and basic system administration.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assist other departments, outside vendors and the public with obtaining various parcel information by researching and compiling parcel materials and maps.

Prepare maps and attribute data for inclusion in the Geographic Information System geodatabase by researching and verifying the accuracy of materials and data sources and coding map manuscripts with attribute data.

Design and complete day-to-day tasks such as coding maps and/or geographic feature data into various data layers within the geodatabase and perform quality control checks to ensure the integrity of the geodatabase.

Determine and execute the appropriate sequence of processing tasks in order to appropriately complete a GIS automation assignment, including digitizing data, importing CAD data, building topology, checking for topology errors, and creating final plots.

Train department and County staff in the basic steps required to digitize and code maps for the GIS database.

Perform basic system administration duties by making backup copies of the geodatabase and cleaning and maintaining the graphic equipment.

Design and prepare various cartographic products for presentation and for division staff and other departments.
Collect data for mapping from various sources (i.e. Global Positioning Systems, field research and collection and other software programs) and convert it into GIS format.

Assist with geodatabase maintenance.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental/division policies and procedures.

Use of GIS to support applications and functions throughout the County.

ESRI’s ArcMap GIS software and its modules, which include: ArcCatalog, and ArcToolbox.

**Ability to:**
Operate various computers, plotters, and other GIS equipment utilized by Washoe County.

Train others in digitizing techniques and geodatabase automation and maintenance procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Geographic information systems.

Use of the ESRI ArcMap geographic information system software.

Computer mapping.

Map projections and scales.

Cartographic practices.

**Ability to:**
Perform GIS data entry and digitizing procedures.

Design and sequence processing tasks.

Identify characteristics of aerial photographs and interpret maps.

Operate various types of equipment used for GIS.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.
SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to use cartography/computer aided mapping equipment, digitizer, plotters, map and aerial photo equipment, office equipment including copiers, telephone, and FAX machine.

Ability to conduct field data collection in outdoor environments with exposure to extreme heat and cold.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.