



## GIS Technician

Classified

LEVEL: 20

GREENLEE COUNTY

Established Date: July 20, 2021

### **JOB SUMMARY**

With supervision responsible for developing, integrating, maintaining, analyzing, and distributing GIS data layers and other GIS products. Primary point of contact for municipal staff and public regarding GIS data updates, questions, and related mapping issues. Manage creation of situs addresses and address database in accordance with standard methodology. Verifies complex legal descriptions for tax parcel ownership transfers.

### **SUPERVISED ESSENTIAL JOB FUNCTIONS**

- Use GIS software function to enter, edit and update GIS spatial data, including points, lines and polygons and attribute data into databases or layers following standard procedure.
- Coordinate with vendors to review existing maps, for necessary corrections and adjustments.
- Build special districts, track FID acres, create new layers as requested and maintain MapSag.
- Create, document, and implement GIS and best practice procedures.
- Provide accurate, prompt, knowledgeable and courteous support regarding GIS and addressing.
- Assign and change situs addresses for existing structures, new construction, and utilities.
- Maintain countywide GIS address database following Greenlee County's addressing methodology.
- Attend relevant meetings.
- Collaborate with appropriate agencies i.e. Post Office, 911, MapSag, etc.
- Maintain communication between PSAPs and GIS data provider.
- Remain current on NG911 industry, policies, and legislative changes.
- Update Intrado, GEO hub and aerial imagery with Sheriff's office and MapSag.
- Communicate and act in a professional manner with the public, co-workers, and work contacts.
- Maintain confidentiality of work-related issues, customer records and restricted County information.

### **MINIMUM QUALIFICATIONS**

- Ability to obtain Level 1 Property Appraiser Certification from the Arizona Department of Revenue.
- Associates Degree from an accredited college or university with coursework in computer science, geographic information systems, engineering, or related field **and** one (1) year experience with legal descriptions and geographic information systems or mapping software. **OR**

- Equivalent combination of education, experience and training may be considered in meeting the minimum qualifications.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Skill in creating and editing GIS data.
- Knowledge in interpreting legal descriptions and legal documents.
- Basic knowledge of the relationship between GIS services and first responder services (police, fire, and ambulance).
- Ability to successfully manage projects from inception through implementation and evaluation.
- Strong knowledge of Windows based applications; Word, Excel, PowerPoint, and Access.
- Basic knowledge of industry standard GIS software and technology, web-based software, relational databases, and cartographic principles.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

#### **PHYSICAL REQUIREMENTS**

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds, and work in an office and/or field environment.