



JOB DESCRIPTION: GIS TECHNICIAN I

CLOSING DATE: TBD

SALARY: \$26,332 - \$41,355 (SALARY GROUP: A11 CLASS CODE: 0590)

SUMMARY OF POSITION: THIS IS AN ENTRY LEVEL POSITION

Assists the GIS Program Manager in developing and maintaining Geographic Information Systems (GIS) data for the region. Duties include gathering necessary data to support programs within the Planning and Regional Services Division and providing technical assistance to public and private organizations in the region. Performs a variety of technical and skilled tasks in the operation of geographic information systems (GIS) and peripheral equipment; serves as liaison to outside agencies; and performs data base management functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: GIS Program Manager
2. Directs: This is a non-supervisory position
3. Other: Works with local, state, and federal government agencies; and has contact with program directors of the regional council, area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties:

- Performs GIS related activities;
- Create and Maintains all 9-1-1 Addressing Data
- Conducts Data Entry and spatial analytics
- Maintains proper storage of computer data, including backing up and deleting data files as appropriate;
- Serves as agency liaison to outside service providers, including exchanging information, resolving problems and difficulties, and ordering supplies and services as needed;
- Provides GIS assistance to local governments;
- Transmits GIS data to public and private organizations;
- Provides staff support to committees or groups as assigned;
- Attends seminars and workshops as needed and approved.



OTHER IMPORTANT DUTIES

Performs such other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Basic computer skills

Basic data entry and analytics

Skill/Ability to interpret and apply broad standards and policies to programmatic operations; demonstrate proficiency in both oral and written communication; and maintain effective working relationships with local, state, and federal agencies, regional council program directors, private firms, and the general public.

Preferred: Experience in spatial analysis and survey work

ACCEPTABLE EXPERIENCE AND TRAINING

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred:

GIS Certificate

or Bachelor's degree in planning, geography, civil engineering, geographic information systems, or related field with significant emphasis on GIS and mapping applications,

or high school diploma, or its equivalent, plus at least 2 years of progressively responsible experience in Data Entry and Analytics

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CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas Driver's license or available alternate means of transportation.