



JOB DESCRIPTION: GIS TECHNICIAN II

CLOSING DATE: TBD

SALARY: \$29,439 - \$37,914 annually plus benefits

SUMMARY OF 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;
- Conducts base studies of the region's geographic, population, and economic characteristics using GIS programs;
- 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;
- Evaluates and recommends new and additional GIS software;
- Provides GIS assistance to local governments;
- Transmits GIS data to public and private organizations;
- Performs outreach functions to publicize the Division's GIS services and promote the use of GIS throughout the region;
- 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

Knowledge of data collection, analysis, and forecasting; methods and procedures for operating computers and related equipment; standard office practices and procedures; data base management practices and procedures; and geographic information systems (ArcView and ArcInfo GIS systems).

Skill/Ability to apply GIS/mapping techniques; conduct analytical research and present research results effectively; 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.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in planning, geography, civil engineering, geographic information systems, or related field with significant emphasis on GIS and mapping applications, plus at least two years of experience in GIS;

or high school diploma, or its equivalent, plus at least six years of progressively responsible experience in GIS;

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

CERTIFICATES AND LICENSES REQUIRED

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

PREFERRED QUALIFICATIONS

Certified Planner (AICP)

Certified Geographic Information Systems (GIS) Professional (GISP)

RESUME AND APPLICATION SUBMISSION

Application can be downloaded by visiting: <https://ctcog.org/about/resources/employment-opportunities/>

Please e-mail resume and application to: carmen.lim@ctcog.org

or mail to:

Central Texas Council of Governments

Attn: Carmen Lim

P.O. Box 729

Belton, Texas 76513

or phone with any questions: 254-770-2235