

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN I/II

Definition:

Under supervision, to perform basic to moderately complex data development and mapping functions for County departments involved in GIS activities; to assist other technical staff in maintaining GIS systems and databases; and to do related work as required.

Distinguishing Characteristics

These are the two levels of the Geographic Information Systems (GIS) Technician series. Incumbents in this classification may be assigned to an operating department involved in County-wide GIS technical activities. The Geographic Information Systems (GIS) Technician series is distinguished from the Geographic Information Systems (GIS) Specialist in that the GIS Technician is responsible for performing semi-skilled and routine tasks in support of GIS systems and databases.

Promotion from GIS Technician I level to the GIS Technician II level is considered on a merit basis and is subject to recommendation of the Department Head and approval by the Director of Personnel.

Geographic Information Systems (GIS) Technician I:

This is the entry level of the Geographic Information Systems (GIS) Technician series. The GIS Technician I is distinguished from the GIS Technician II by its responsibility to perform semi-skilled data development and mapping tasks.

Geographic Information Systems (GIS) Technician II:

This is the second level of the Geographic Information Systems (GIS) Technician series. The GIS Technician II performs skilled data development and mapping tasks and is responsible for increasingly complex tasks including; work on small projects that require independent judgment.

Essential Functions:

- Prepare, maintain and upgrade GIS layers.
- Assist in/or perform data collection.
- Assemble, organize and digitize information for the GIS database.
- Research data files and records; assist in maintaining maps, databases, files and other records.
- Review computer output to ensure completeness and accuracy; coordinate with other County departments, public and private agencies to ensure accuracy of data.
- Produce maps and other data for County departments, the public and public and private agencies.
- Assists the general public, other organizations and agencies by providing information and responding to routine questions.
- Performs level-appropriate analysis and support for departmental and County-wide business functions.
- Performs other job-related duties as required.

Employment Standards:

Geographic Information Systems (GIS) Technician I:

High School Diploma, G.E.D. or equivalent and one (1) year of experience using ArcGIS software; **OR** an equivalent combination of training and experience. Education may be substituted for experience on a year for year basis. Coursework must have been in GIS, Geography, Computer Science or related field.

Geographic Information Systems (GIS) Technician II:

Associate's Degree in GIS, Geography, Computer Science, or related field AND one (1) year of experience using ArcGIS or related GIS software; **OR** an equivalent combination of training and experience sufficient to obtain the knowledge and skill to perform the essential functions of the position.

Knowledge of: GIS tools and applications; mapping techniques and principles.

Ability to: obtain and collect data; use computers and related software applications; prepare and maintain GIS layers; review computer output for completeness and accuracy; prepare maps; respond to routine public inquiries; communicate both orally and in writing sufficient to exchange or convey information and to receive work direction as necessary.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.