

## **GEOGRAPHIC INFORMATION SYSTEM MAPPING TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the preparation of Geographic Information System (GIS) products including but not limited to maps, data manipulation, field work, and use of Global Positioning System (GPS) equipment. The work is performed under the direct supervision of the Supervisor.

### **TYPICAL WORK ACTIVITIES:**

- Maintains and updates map databases;
- Prepares and prints GIS Maps;
- Cleans data for use in map preparation;
- Extracts data from available databases;
- Prepares spreadsheets using Microsoft Office;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of mapping programs, i.e. GIS;
- Good knowledge of preparing and utilizing data in mapping program;
- Working knowledge of ESRI GIS software (ArcView or ArcGIS);
- Working knowledge of Microsoft office;
- Ability to reason logically, both inductively and deductively;
- Ability to effectively use computer applications such as spreadsheets, word processing, e-mail and data base software;
- Ability to effectively communicate, both orally and in writing;
- Resourcefulness;
- Accuracy;
- Thoroughness;
- Good judgment;
- Tact;
- Initiative;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Two (2) years of technical experience in the fields of cartography or photogrammetry;  
**OR**
- B. The completion of two years (60 semester credits) of college or technical institute studies as part of a curriculum in cartography, photogrammetry, surveying, civil engineering, engineering technology, computer science, GIS, geography, planning, forestry, or geology (degree not required). The course work must have included 15 semester credits of cartography, GIS photogrammetry, and/or surveying; **OR**
- C. Any equivalent combination of training and experience as described above.

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