CITY OF CAMARILLO

Geographic Information Systems Specialist	Job Code: 315 FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a variety of technical duties involved in maintaining and operating the City's Geographic Information System (GIS); participates in the development of complex GIS applications and database templates; and provides technical direction and assistance to users and operators of GIS software and custom applications.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains the City's Geographic Information System; maintains and updates GIS layers including parcels, street names, centerlines, and related items; maintains data layers for the Public Works Department including sewer, water, and storm drain geo-databases and hard copy maps; maintains parcel, address, and imagery information in City-integrated financial software.

2. Gathers and integrates GIS data with other systems and databases; creates and converts data for use in different programs utilized by City staff to view GIS data.

3. Designs, builds, publishes, and updates custom maps in support of City operations; responds to mapping requests by City staff including to create maps for various City departments and divisions; conducts geographic research for City staff and departments.

4. Utilizes GIS software to make queries and perform informational analysis of complex features and data; writes custom scripts for modification of GIS or office applications; updates databases.

5. Evaluates, installs, configures upgrades, troubleshoots, and repairs new software and hardware.

6. Installs, operates, and maintains peripheral computer equipment and software including audio/video setups for presentations.

7. Responds to technical inquiries and provides information to developers, contractors, architects, and the public related to GIS services.

8. Provides technical support and training to GIS users and operators.

9. Researches new computer technologies for City application and recommends purchase of systems, hardware, software, and peripherals.

10. Maintains a variety of records and prepares special reports; creates and updates written procedures and related documentation.

11. Maintains current knowledge of information technology trends and innovations; attends and participates in job-related seminars and professional group meetings; reads applicable industry publications.

12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of geographic information systems.
GIS software and related technical operating systems.
Cartographic principles and practices.
Principles and practices utilized in the design, development, and programming of GIS applications and databases.
Engineering drawings.
Operation of computer hardware, software, and peripheral equipment.
Methods and techniques of training and instruction.
Office procedures, methods, and equipment including computers and various software applications including word processing, spreadsheet, database, and graphics applications.

Ability to:

Design, create, and print easily understood information maps in support of City operations.
Prepare related data reports and spreadsheets in support of produced maps.
Diagnose common GIS user problems and identify appropriate corrective action.
Analyze, design, develop, and program GIS applications and databases.
Install computer equipment, related peripherals, and software.
Interpret non-technical user requests or problems and clearly communicate thoughts and ideas.
Conduct research and prepare reports, documents and correspondence.
Make recommendations in geographic information system selection and software application packages.
Instruct and train staff in geographic information system operations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in geographic information systems, engineering, computer science, or a related field.

Experience:

Two years of increasingly responsible experience in a technical engineering or information systems capacity including experience in geographic information system design and application.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Johnson & Associates