



CITY OF LAKEPORT

GIS/Asset Management Technician

Job Description

DEFINITION

Under general supervision, performs a variety of difficult and complex professional, technical, and analytical geographic information systems duties, including application design, modification, programming, scripting, spatial database design and management, and user support; provides oversight and coordination for the GIS; provides technical support for City departments; and performs related duties as assigned.

CLASS CHARACTERISTICS

Incumbents perform a variety of work in the development and implementation of the GIS functions for assigned departments. The GIS Specialist is a single class series who may work on an independent basis.

ESSENTIAL FUNCTIONS

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.

- Performs a variety of assignments in the development, implementation, and coordination of the GIS system, including computerized mapping.
- Maintains GIS based asset management systems.
- Identifies and documents city assets as directed.
- Provides training, develops SOPS and assists with workflow on asset management programs.
- Uses a variety of software packages such as Arc-GIS or Arc-IMS to produce and update city maps.
- Works with other city departments in the compilation and updating of the GIS, as it relates to address ranges.
- Develops and maintains a variety of spatial data.
- Assists in the development and enforcement of GIS standards and operating procedures.
- Analyzes and maintains the GIS database, including gathering and incorporating data and creating tables or layers, standard data definitions, data dictionary, physical database design, security and privacy, and recovery
- Drafts contracts and reviews proposals.
- Performs a variety of GIS and data collection projects.
- Produces reports, presentations, and/or other graphical images as needed.
- Updates various city files and computerized databases.
- May assist other staff in the operations of the GIS system and related software packages.
- Performs a variety of planning related computer and technical work.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Two years (2) of full-time technical experience in using computerized mapping systems and software, including experience in working with Geographic Information Systems. Equivalent to a Bachelor's degree from

an accredited four-year college or university with major coursework in geographic information systems, computer science, management information systems, geometry, trigonometry, or a closely related field is highly desirable. Additional directly related experience and/or education may be substituted.

Knowledge, Skills, and Abilities

Knowledge of:

- Methods, practices, and terminology of computerized mapping systems.
- Basic knowledge of GIS and software packages such as Arc-GIS and Arc-IMS.
- Nomenclature, symbols, methods, and practices used in property descriptions, map development, and drafting.
- Engineering technical support work, including drafting, mapping, property descriptions, and survey techniques and equipment.
- Principles of project development, oversight, and coordination.
- Topological relationships and principles of geodatabase design.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; GIS-related ethical issues.
- Principles and practices of Global Positioning Satellite (GPS) systems, Global Navigation Satellite Systems (GNSS), and other location detection systems.
- Principles of project development, oversight, and coordination.
- Principles and practices of spatial technology, including geo-databases, feature classes, raster, and image.
- Principles and practices of developing field and mobile data collection applications.
- Principles and practices of identifying technology needs and issues; researching and evaluating technology and applications, identifying the most effective course of action; and implementing solutions.
- Mathematics used in the creation of maps, tables, and reports showing geographic and topographic information and to manipulate tabular/spatial data.
- Good public relations techniques.
- Computer systems and software used by the department.
- Customer service principles and techniques.
- Written and oral communications skills.
- Proper English spelling, grammar, and punctuation.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

- Learn and perform a variety of work in the development and implementation of the GIS.
- Skillfully use computerized mapping systems and Arc-GIS and Arc-IMS software in the performance of technical planning and land use work.
- Read, analyze, and understand codes, statutes, and information related to land use and development, GIS implementation, and maintenance of planning and zoning maps.
- Analyze and ensure the accuracy of property descriptions.
- Develop accurate records, sketches, and notes.
- Prepare a variety of records and reports.
- Learn the organization and operation of City departments and outside agencies.
- Read and interpret maps, drawing, and property documents.
- Gather and organize data and information, developing a variety of reports.
- Learn and perform difficult computerized mapping work with skill and accuracy.
- Deal tactfully and courteously with the public and other staff when explaining and interpreting maps, property descriptions, and GIS.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

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- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Special Requirements

- Possession of, or ability to obtain, and appropriate valid California Driver's License

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	
FLSA	Non-exempt
ADOPTION DATE	6/1/2021
REVISION DATE	
APPROVED BY:	