

G.I.S. SPECIALIST I & II

CODES/PAY RANGE

I - Class Code: 4028	EEO Code: C	Pay Range: 119
II - Class Code: 4029	EEO Code: C	Pay Range: 121

MAJOR FUNCTION

Progressively responsible technical work providing assistance to client agencies and the department on the effective operation and utilization of GIS technology and applications.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

G.I.S. Specialist I

Performs maintenance and updates to GIS library map layers.

Plots final map products for distribution.

Conducts field work as required.\

G.I.S. Specialist II

Serves as technical liaison to County service groups. Trains staff on use of GIS system.

Writes and edits AML programs to standardize and simplify production.

Uses ARC Info software to design applications for user service groups.

Plots final map products for distribution.

Performs quality assurance and quality control. Reviews and edits final work products and evaluates data for errors.

Performs maintenance on electrostatic plotter.

Performs work at the lower level.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, techniques and terminology of geodetic control, cartography, and geographic information systems. Knowledge of ARC/INFO software capabilities and commands.

Ability to perform a wide range of GIS related tasks including training, troubleshooting, quality assurance and macro development. Familiarity with GIS workstations and networking technology. Ability to operate graphic display devices and related peripherals. Ability to communicate effectively. Ability to establish and maintain effective working relationships with employees within and outside GIS.

MINIMUM QUALIFICATIONS

GIS Specialist I

Graduation from high school or GED, and one (1) year of experience with ARCInfo or two (2) years with equivalent GIS software.

GIS Specialist II

One year as a GIS Specialist I with Volusia County; or
Graduation from high school or GED and two (2) years of experience with ArcInfo or equivalent GIS software; ArcView or ArcGis software.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to see, talk, hear; finger dexterity.

Mental Demands: Ability to read and comprehend technical manuals, instructions, procedures; memos, letters. Ability to write complex documents relaying instructions, information, details and data. Ability to speak sufficient to assimilate and communicate methods and information relating to the assigned field. Ability to perform general mathematical functions. Ability to read maps and layout work.

Environmental Demands: Inside work.

Revised 8/95

Revised 12/04