

## CITY OF HEMET

Class Code: 3750  
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### **GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST**

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*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.*

#### **DEFINITION**

Under general direction, perform a variety of professional analytical work in the analysis, design, implementation, and maintenance of an automated geographical information system.

#### **DISTINGUISHING CHARACTERISTICS**

The Geographic Information Systems Specialist is a journey-level class that is required to perform difficult professional analytical work related to an automated geographical information system; is responsible for complex and varied research projects, and independently designs, tests, deploys, and integrates complex disparate spatial databases and computer applications for City program operation and policy analysis.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director/City Engineer. Incumbents in this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, and other characteristics.*

Develop geographic information systems layers/data elements consistent with the existing standards.

Coordinate the maintenance and scheduling of the geographical information system base map in conjunction with all other land based systems and/or files in the City.

Evaluate and recommend acquisition of computer hardware and software necessary to implement the geographical information system.

Plan and coordinate the administration and maintenance scheduling of all layers defined in the geographical information system in conjunction with all other land based systems and/or files in the City.

Perform digitizing and drafting as required.

Train users in the use of GIS and related software, workstations, printers and plotters, digitizing tablets and tables, and GIS networking systems.

Develop and document GIS procedures.

Develop prototype GIS products and cartographic quality maps.

Supervise, train, and evaluate subordinates.

Perform related duties as assigned.

### **WORKING CONDITIONS**

Ability to walk long distances; climb steep hills; may on an occasional basis carry up to 50 pounds of computer hardware and GIS related equipment; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to work in all types of weather; ability to tolerate periods of sitting and exposure to a computer screen.

### **KNOWLEDGE AND ABILITIES**

Knowledge of principles of geography and cartography; principles, procedures, techniques, nomenclature, and operation of GIS workstations; techniques of digitizing, drafting, and automated mapping; principles and characteristics of automated geographic information systems; principles of supervision and training; techniques of GIS database design and advanced programming languages; ESRI Arcinfo and ArcView software.

Ability to perform technical research in geographic information systems; produce maps which satisfy departmental user requirements; operate GIS workstations, related peripherals, and communications networks; perform digitizing and drafting using GIS software and digitizing equipment; analyze geographic information system users' needs and requirements; identify goals, objectives, and problems; examine alternatives and develop conclusions and recommendations; design, implement, and maintain appropriate controls and procedures for all geographical information systems processes and interfaces to all other City land-based systems; construct queries and macros using GIS databases and software; adopt and apply appropriate and practical research methods and principles to GIS system implementations; develop and maintain user documentation; troubleshoot and perform routine maintenance on GIS workstations, related peripherals, and communications networks; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with departmental staff, other City departments, and vendors; lift and move computer hardware weighing up to 50 pounds. Lifting restrictions may be accommodated on a case-by-case basis.

### QUALIFICATIONS GUIDELINES

#### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Geographic Information Systems Specialist**. Example combinations include a Bachelor's degree from an accredited college or university with major course work in Geographical Information Systems, Geography, Information Systems, Civil Engineering, or a closely related field and one (1) year experience as a Geographic Information Systems Specialist or two (2) years experience in operating, maintaining, and implementing automated mapping and/or GIS systems. An AA degree plus two years of additional experience can be substituted for the higher education requirement.

### CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License and maintain a satisfactory driving record.