

JOB TITLE: GIS TECHNICIAN
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISOR: Director GIS
SUPERVISION EXERCISED: None
PAY BAND: 11
EXEMPT STATUS: Non-Exempt
LAST REVISION: August 24, 2017

Job Scope

Summary: The Bonner County GIS Department supports all of the County Departments with geospatial intelligence applications. The Geographic Information System (GIS) Technician works as part of the GIS team in the acquisition, management and maintenance of a wide range of spatial information. Examples include the creation and maintenance of: county-wide road centerline layer, master street address guide updates, building footprints, structure points, master address and parcel databases as well as other enterprise geospatial datasets. This spatial information makes up a county-wide GIS database that all departments rely upon in their specialized decision making processes.

Other Information: Work involves performing a variety of diverse duties requiring good knowledge of the GIS field and use of GIS procedures. Databases and maps created by incumbent will play a role in performance of the GIS Department, other county departments (e.g., Emergency Management, 9-1-1 Dispatch, Road and Bridge, Assessor, etc.), and with local/state data-sharing government agencies. The successful candidate will work independently with regular review and approval from supervisor. Involves continual communication with associates within the department as well as with other departments inside the organization. Regular communication with local, state, and federal agencies; and occasional contact with the public. Impact of errors is moderate, but distinct, since errors impact the accuracy and reliability of the further results beyond the immediate work session. Work is typically performed in a protected indoor environment, but may involve occasional exposure to weather and inclement conditions as incumbent works in the field collecting GIS data. Involves infrequent travel within the County boundaries and infrequent travel outside the county. Will involve significant on-the-job training.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Processing and provisioning of new addresses and roads, updating/modifying existing addresses/roads and coordinating notification reports with the United States Postal Service (USPS), utility companies, affected residents and other county departments.
2. Digitizes and provides routine maintenance on various data layers in the GIS databases (e.g. access points, structure points, building footprints, etc.). Data can include any geospatial data maintained by the County including and centerlines, emergency service zones, fire districts, zoning boundaries and all their descriptive attributes.
3. Performs data entry with ArcGIS, Excel, and Access to support maintenance of various data layers used in a GIS. Assists with developing and testing programs and scripts designed to automate database and map editing.
4. Will assist in compiling and maintaining a single county-wide address database supporting Next Generation 9-1-1. Incumbent will assist the Address Administrator in working with the county, each incorporated city, postmaster, and telephone service provider.
5. May assist with the development and maintenance of the Master Street Address Guide (MSAG); receives, verifies, processes and distributes updates to the County MSAG. Accuracy and attention to detail is critical since Emergency Management and the 9-1-1 Dispatch Center rely on the data in time-sensitive situations. MSAG database accuracy must be maintained at 98 percent or better to meet Next Generation 9-1-1 dispatching standards.
6. May assist the GIS team in providing support to County departments in GIS analysis, and production of scheduled and specialized GIS products.

7. Assists in completing GIS related grant applications for current or future projects.

Secondary Functions

1. Maintains and expands current knowledge of existing technologies as they relate to the County's GIS programs, systems and equipment through research, reading, training, and interaction within the GIS community.
2. Periodically performs field work, or trains others to perform data collection using GPS units. Incorporates collected data into existing data sets.
3. Maintains a positive, helpful, constructive attitude and working relationship with the office employees, other County employees, Department Heads, Directors, Elected Officials and the public.
4. Regular dependable attendance and ability to deal with the public and associated regular interruptions/stresses is an essential functions for any County employee.
5. Performs all other duties as assigned.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelor's degree in Geography, Computer Sciences or GIS related field or an accredited GIS certificate is required. Relevant experience or on-the-job training may be substituted for education.
2. One year experience working with ArcGIS software. One year experience directly related to the development, maintenance, and support of GIS data.
3. Must possess a current driver's license and maintain a good driving record. History of good driving record.
4. Specialized training, licenses, registrations or certificates in: ArcGIS, AutoCAD, or training, as well as general training in analysis and data set development and maintenance of geospatial data a plus.
5. Experience collecting and processing GPS data for use in GIS data sets.
6. Good working knowledge of PC-based systems, programs, and using Microsoft Office software. Skill in using MS Access and MS Excel is important.
7. Applicant must possess the ability to perform well in a detail-oriented work environment. Accuracy and attention to detail is critical since Planning, Assessor, Emergency Management and the 9-1-1 Dispatch Center will rely on the data in time-sensitive situations.
8. Ability to work under pressure with continual interruptions while servicing a broad base of personalities and individuals throughout the County in a manner that meets their expectations.
9. Ability to use PC based computers and their systems, and use other small business machines typically found in an office environment including, but not limited to, printers, copiers, fax machines, telephones, and hand held devices.
10. Ability to communicate effectively in English, both verbally and in writing, including the ability to communicate technical information to non-technical individuals so as to provide understanding and meet needs.
11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering,

grasping, walking, and repetitive motions. Requires good general vision. Requires infrequent travel within the local area. May require statewide travel on an infrequent basis.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At-Will employer.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____