City of Irving Job Description

GIS Specialist

FLSA Status:	Non-Exempt	**Job Department:**	Multiple Departments
Job Code:	I422	**Reports To (Job Title):**	Designated Manager or Supervisor

PURPOSE

To create and update datasets within the Geographic Information System (GIS) of the Information Technology Department. To perform data analysis to produce maps, presentations, reports, and spreadsheets for internal and external customers. Perform survey work in the field including as-built location or verification of utilities and features using GPS survey equipment and software to collect and download digital data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Create and maintain GIS datasets by entering source information into GIS repository using various technologies.
- Import and export GIS datasets in multiple formats.
- Perform quality assurance/quality control checks on spatial and attribute data.
- Track GIS source data using a relational database.
- Produce GIS maps.
- Research various record documents for GIS input and support.
- Work with internal and external customers to provide requested GIS documents.
- Provide GIS training to internal customers.
- Perform survey work in the field using GPS survey equipment and software.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Perform various office tasks.
- Perform desktop support as needed.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

Revision: November 28, 2016
based on submission approved March 2012.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Systems or a closely related field.

EXPERIENCE

- Minimum of one (1) year working with GIS systems.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Computers and Electronics: Electric circuit boards, processors, chips, and computer hardware and software.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Programming Methodology: Necessary computer languages, basic principles, formulas, syntax, and documentation practices.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Database Development: Programming the indexing, storing, and retrieving of documents.
- Service Orientation: Actively looking for ways to help people.
- Reading Comprehension: Reading and interpreting documents.
- Oral Expression: Communicating information and ideas in speaking so others will understand.

- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Speech Recognition: Identifying and understanding the speech of another person.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures
Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Employee may frequently work with individuals outside the department and may work with external individuals such as vendors or other agencies.

EQUIPMENT AND PROPERTY

Desktop computer, server, plotter and/or printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required sit. Frequently, s/he is required to grasp, handle, feel, listen, see, stand, talk, and/or walk, while occasionally s/he is required to lift up to 25 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

  The noise level in the work environment is usually quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.