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| EXEMPT (Y/N): No | JOB CODE: CSC |
| DEPARTMENT: Assessor's Office | CLASSIFICATION: 323 |
| SUPERVISOR: GIS Program Manager | SALARY RANGE: 24 |
| UNION (Y/N): Full Time - Yes | LOCAL: AFSCME Local 1442 |

GENERAL STATEMENT OF DUTIES: Maintain land information and produce land information products through ArcGIS software for government and public use. Work under the direction of the GIS Program Manager. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participate in the continuous development of the department's geographic information system, including: design, create, and maintain geodatabases, maps, data files, and documentation using ArcGIS software.

May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points; using the GIS under the direction of the GIS Project Manager.

Produce custom maps of land information to meet specific public and County GIS user needs.

Tabulate statistics, frequencies and data summaries.

Provide technical support to County departmental users.

Follow all safety rules and procedures established for work area. Comply with all County policies and procedures

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. However, position may be involved in the training of new personnel in the use of the GIS software.

SUPERVISION RECEIVED: Works under the close supervision of the GIS Project Manager who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation plus additional broad specialized training in a related field. Two years of current work experience using ArcGIS

or similar software. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic Geographic Information Systems principals. Familiarity and skill with the use of CAD and GIS software such as AutoCad and ArcGIS. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to work from written and oral instructions and to carry out assigned tasks independently. Ability to maintain harmonious and effective working relationships with fellow employees, supervisors, other departments or agencies and the general public.

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

Minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.