

City of Cañon City, CO
Position Description

Class Title: GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Job Code: 2204

Range: 57

Department: Engineering

Reports to: City Engineer

SUMMARY:

Under limited supervision, performs a variety of duties to create geographic databases for mapping, statistical analysis, and digital information purposes of City departments, outside agencies, and/or the public.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Uses a variety of geographic information systems (GIS) software packages such as ArcView, ArcInfo, ArcPress, Sims, and Cartegraph to create, edit, and construct cartographic maps and databases that are geographically relevant to requests for information made by City Staff, City Council, governmental agencies, and the public. Creates the format, procedures and platforms for utilizing/accessing GIS applications. Designs and maintains geographic database structures including tables, forms, and reports for user departments. Provides training and technical support to GIS users in various departments.

Oversees and performs data collection activities such as GPS surveying, digitizing, scanning, keyboard entry, and historical land record research. Produces standard and custom maps, charts, and graphs as requested. Performs GIS analysis for various users and projects, such as validating utility billing database against county assessor's records. Performs related duties as established by law/ordinance or reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

Bachelor's degree in cartography or related field; two years experience in GIS, cartography, or computer mapping; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

Colorado driver's license.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- The theory, principles, practices, and methods of cartography.
- The theory, principles, practices, and methods of GIS and computer aided design (CAD).
- Software used in cartography including Windows and Arc.
- Database creation, usage, and management.
- Algebra and trigonometry.
- Usage and capabilities of GIS software packages such as ArcView, ArcInfo, ArcPress, Sims, and Cartegraph.
- The methods and practices of GPS surveying and data collection.

Skill in:

- Creating, editing, and constructing cartographic maps and databases.
- Creating formats, procedures and platforms for utilizing/accessing GIS applications.
- Designing and maintaining geographic database structures including tables, forms, and reports.
- Training and providing technical support to GIS users in various departments.
- Overseeing and performing data collection activities such as GPS surveying, digitizing, scanning, keyboard entry, and historical land record research.

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- Producing standard and custom maps, charts, and graphs.
- Performing GIS analysis.
- Utilizing personal computers, printers, copiers, and plotters.
- Communicating in person and in writing.
- Establishing and maintaining effective working relationships with City employees, other agencies, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is frequently required to view computer keyboards and monitors. The employee is frequently required to perform repetitive motions typing on computer keyboards. Sometimes required to walk, stand, reach, or stoop. The employee is occasionally required to lift and carry from 20 to 50 pounds. The employee is occasionally required to work outdoors and traverse uneven terrain. The employee is occasionally required to drive to various City buildings and locations in and around Cañon City.

FLSA Status: <input checked="" type="checkbox"/> Exempt-Salaried <input type="checkbox"/> Non-Exempt Hourly Date of Original: 10/18/06; prepared by PSPC Date Revised:
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