

<b>Job Class Code: 1109</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide technical and administrative duties in support of the design, development, and production of land-based maps utilizing the GIS system. The class is responsible for entering required data into the GIS using various GIS software; performing quality control operations; generating maps and updating and maintaining GIS databases, layers, and linkages to various databases. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> <li>• Collects, enters, prepares, and converts data from hard copy to digital form.</li> <li>• Researches and analyzes available information from various departments to integrate spatial data.</li> <li>• Creates, updates, and edits departmental GIS data layers (street closures, PUDS, Senior Homes, Cemeteries)</li> <li>• Performs and manages quality control operations and verifications in order to ensure the accuracy of data and system integrity.</li> <li>• Analyzes GIS data for use in project planning and development.</li> <li>• Assists customers with GIS and mapping requests.</li> <li>• Prepares reports, presentations, and other documentation including charts and exhibits.</li> <li>• Trains staff on various GIS software and databases.</li> <li>• May act as a lead worker for GIS technician staff.</li> <li>• Performs other related duties as assigned.</li> </ul>

GENERAL STANDARDS	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in geographic information systems or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on departmental operational requirements, may require a valid driver's license and a driving record in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/23/2020