

Job Class Code: 1107	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide support with GIS functions and data maintenance operations. The class is responsible for preparing data for conversion, collecting and maintaining data using GIS systems, performing quality control operations, generating maps, and executing data analysis. 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"> • Collects, enters, and prepares data for conversion from hard copy to digital form. • Converting and maintaining data using GIS systems. • Performs quality control operations and verifications in order to ensure the accuracy of data and system integrity. • Generates and reproduces maps, plots, and/or other graphic simulations. • Researches and analyzes available information in order to assist staff, developers, builders, and others including the general public. • Prepares reports, presentations, and other documentation including charts and exhibits. • Develops and maintains databases and filing systems. • Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	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.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in Geographic Information Systems or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.

Special Certifications and Licenses	None required
Special Requirements	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.

AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but 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