GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST

Department: Multiple   **FLSA:** Non-Exempt
Job Class #:   643500   **Represented:** Both
Pay Range: Professional 07

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are <u>not</u> intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is complex technical work for Pierce County. An employee in this classification is responsible for assisting a department in the application definition, development, coordination, and implementation of a database management system through an automated geographic information system (GIS). Work requires the use of considerable independent judgment and the incumbent is required to have working knowledge of GIS, departmental, and County operations.

ESSENTIAL FUNCTIONS:
- Analyze departmental GIS application needs; develop GIS procedures and programs.
- Assist department in defining, prioritizing, developing, and implementing GIS projects.
- Design, develop, and implement GIS procedures, programs and application scripts including script revisions and updates.
- Provide direction, technical assistance, guidance, and training to departmental staff on GIS programs and applications.
- Coordinate GIS project efforts with Information Services Department, departmental staff and with other County departments.
- Establish operational procedures, standards, and maintain quality assurance and quality control standards.
- Prepare written reports and documentation.
- Participate in the planning of GIS project related activities; establish work schedules and priorities.
- Serve as the departmental liaison for related GIS project activities.
- Prepare and design GIS products such as graphs, charts, maps, and other related graphic display materials.
- Determine departmental computer equipment, hardware, software, printers, plotters, and other peripheral equipment necessary.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:
- Perform other related job functions as assigned.
- May serve as unit lead person including assigning work, monitoring work assignments, providing direction and training, and providing input on hiring, performance, and disciplinary action; may approve leave requests and work schedules.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision and is reviewed periodically by an administrative superior or higher level technician. Incumbent works independently with general supervision. Work assignments are reviewed for accuracy and compliance with established policies and procedures and industry standards. This position may be assigned lead duties for

other employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The GIS Specialist typically works in an office environment on a daily basis. Incumbents are required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of:
- Database design, development and implementation of database management system.
- GIS concepts, geoprocessing functions, cartographic and other related graphic techniques.
- Automated computer (GIS) hardware, software and related equipment.
- Systems application, analysis and programming techniques.
- Project development, departmental structures and County operations.

Ability to:
- Use and operate computer equipment, hardware, software, and related peripheral equipment at an advanced level.
- Research, design, analyze, and convert database information into a GIS application.
- Develop or design GIS related products such as graphs, charts, maps or other related cartographic materials through the use of both electronic or manual methods.
- Establish policies, procedures, standards, and documentation.
- Lead, direct, and provide technical assistance.
- Work independently, organize plans, and solve complex problems utilizing multiple source documents.
- Establish and maintain effective work relationships with clients, staff, vendors, associates, and others.
- Coordinate and organize GIS activities with multiple departments.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Plan, assign and coordinate work of co-workers, as assigned**.**

MINIMUM REQUIREMENTS TO APPLY: Bachelors degree with major coursework in planning, geography, engineering, computer science, or related field and two or more years experience in planning, systems development and design, cartography, programming, or related field is required, which includes at least one or more years work experience and/or formal coursework involving geographic information systems. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.