# GIS Technician

**Grade: C03**

**FLSA: Non-Exempt**

**Date: 4/23**

**Job Summary:**   Supports projects utilizing GIS Software to maintain and update maps and databases. The position requires significant attention to detail and computer skills capable of utilizing several software packages. The position will be expected to perform tasks with little supervision.

**Essential Functions:**

1. Provides GIS project support, utilizing multiple software programs;
2. Tasked with data entry requiring great attention to detail;
3. Assists with field mapping and database updates;
4. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate;
2. Ability to conduct research; and work independently;
3. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
4. Must be able to learn GIS Software.

**Education and Experience:**

1. High School Diploma;

2. Two or more years of Microsoft software experience;

3. Or equivalent technical training, education, and/or experience;

4. Must possess a valid drivers license.

**Physical and Environmental Conditions:**

Work requires occasional demand for light to moderate physical effort, including significant walking and lifting or handling equipment of 30 pounds or less. May require the use of a vehicle to travel to field locations.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date