

**Lane Council of Governments
Job Classification**

Job Title:	Data Technician	FLSA Status:	Non-Exempt
Division:	Regional Technology Services	Range:	10
Reports To:	Program Manager	Last Revised:	August 2000

General Statement of Duties

Performs data entry, research, and quality control on variety of databases and contributes to the development and maintenance of the Regional Land Information Database (RLID). Specific duties depend on project assignments and may include assessing reliability of input sources such as building permits, partitions and subdivision plats, GIS and other data; researching questions concerning RLID data such as addresses, land use, Assessor information, and other matters; preparing digital input to RLID; or assisting in the performance of a variety of ad hoc projects and assignments.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate GIS technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

Essential Job Functions

Assists the RLID Manager and other GIS personnel to plan and coordinate the design, development and revision of RLID data components.

Performs site address entry to AdUp/RLIM using various data sources which include hardcopy building permits and digital permit systems; RLID, Ascend and other online systems; Assessor Tax Maps, subdivision plats, addressing maps and aerial photography; Hill-Donnelly cross-reference directory, title transfer instruments, and state and federal geographic and demographic data sources; and communications with variety of staff resources within source jurisdictions and associated agencies.

Performs database analysis, interpretation and automation and inputs data to appropriate database systems. This includes responsibility for resolving conflicting data source issues and finding missing and updated data through thorough research and analysis.

Assists in the development and documentation of automated procedures in support of RLID and other database systems.

Prepares and compiles special reports and performs a variety of information collection, verification, interpretation, and organization services.

Provides technical assistance to others on assigned projects and serves as a resource person to other divisions and agencies on RLID related topics. Provides variety of support for commercial and agency users of RLID and maintains strong public relations role with user community.

Checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria.

Other Job Functions

Plans and conducts special assignments as directed by the supervisor.

Maintains a thorough knowledge of RLID technical operations and procedures and keeps up on changes in guidelines and practices.

Performs relief duties for other GIS staff, as required.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment, with long periods of sitting at a computer terminal. Some occasional field work may be required to verify actual on-the-ground conditions and support quality control of databases.

Knowledge, Skills, and Abilities

Knowledge of RLID web applications, regional agency data source applications like Ascend, GIS based applications, and tools such as AdUp. Knowledge of ArcView.

Knowledge of personal computer and web applications as they apply to the development and maintenance of RLID.

Knowledge of basic principles and practices related to map and aerial imagery interpretation, automated geoprocessing analysis, spreadsheet, database, and reporting tool techniques, source data evaluation, and accuracy verification procedures.

Knowledge of governmental practices and procedures related to addressing, taxing, zoning and land use planning, and overall data organization and management.

Ability to research documents necessary for the construction and update of RLID database.

Ability to evaluate the reliability of input data; read and interpret legal documents, maps and blueprints.

Ability to perform accurate mathematical calculations.

Ability to understand and utilize complex data processing programs and systems related to GIS.

Ability to communicate effectively with other employees and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Associate's degree in geography, information systems, or related field, and two years experience working with databases or geographic information systems, or any combination of education and experience that provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.