

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>GIS Technician</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Regional Technology Services</b>	<b>Range:</b>	<b>10</b>
<b>Reports To:</b>	<b>Program Manager</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Performs geoprocessing duties and quality control on variety of databases and contributes to the maintenance of the Regional Land Information Database (RLID). Specific duties depend on project assignments and may include interpreting and transferring data in a digital format to geodatabases; creating, updating, and editing GIS data layers; adjusting and/or rectifying existing graphic data; performing field verification of information; preparing digital input to RLID; or assisting in 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**

Creates, updates, and edits GIS data layers including land use and boundary files, annotation, and other data layers and attributes as needed; adjusts and/or rectifies existing graphic data to conform to more accurate control network.

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 research and analysis.

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

Performs field verification of information and performs a variety of data collection, verification, interpretation, and organization services.

Provides data and mapping support to a variety of GIS projects as required.

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 regional GIS data and data maintenance 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 and skills in the use of ArcInfo GIS software (including ArcEdit or newer editing environment). Knowledge and skills in the use of ArcView.

Knowledge of personal computer and web applications relevant to the development and maintenance of RLID.

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

Knowledge of quality assurance principles, practices and procedures related to overall spatial data.

Ability to evaluate the reliability of input data; read and interpret maps, aerial imagery, and other GIS source materials.

Ability to perform accurate and consistent data maintenance work.

Ability to communicate and work 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.

Physical ability to perform assigned work.

### **Education and Experience**

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

### **Licenses, Certificates, and Other Requirements**

Valid State of Oregon driver's license.