



## **CLASSIFICATION DESCRIPTION**

**TITLE: GIS SPECIALIST**

**JOB CODE: 13 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform skilled technical and professional work in the design, development, and maintenance of Geographic Information System (GIS) graphics and mapping applications. Employees in this classification produce spatial and non-spatial data/information relevant to particular studies or analysis that provide technical assistance in the activities of demographics, zoning and planning. Employee requires strong organizational skills with the ability to carry out a variety of directed tasks. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Enhances, expands and maintains the Geographic Information System (GIS) of the City, specifically as it relates to both office and field engineering of the design, construction, operation and maintenance of public/private facilities.
- Utilizes GIS and associated software to produce, display, and analyze geographic information; creates case maps to internal customers in various departments.
- Develops ArcView projects/layouts for the fulfillment of data requests as necessary; designs cartographic and other visual graphic output for various departments.
- Prepares, updates and maintains graphic displays databases, reports, statistical information and maps as requested.
- Assists in the collection and mapping of land use, environmental and other types of data for comprehensive plans and amendments.
- Interprets various information from applications to GIS files, e.g., survey drawings, site development plans, subdivisions plans, plats.
- Digitizes customer supplied information.
- Assists various employees with map production and analysis of spatial database information;

provides technical support to train and assist system users in new and existing GIS applications.

- Assesses and coordinates GIS software and hardware needs of the department; evaluates new GIS software and databases.
- Organizes, creates, manipulates, enters and retrieves GIS data for reporting, analysis and presentation purposes.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's Degree in Geography, Computer Science, Planning, Engineering, Surveying or related field; supplemented by one (1) year progressively responsible experience in GIS products; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practices and methods of GIS database development, management and maintenance.
- Knowledge of GIS concepts of presentation graphics; knowledge of digitizing techniques.
- Knowledge of standard cartographic survey procedures; knowledge of general construction specifications and blueprints.
- Knowledge of higher math and the practical application of such to land survey and cartographic practices, e.g., basic algebra, planer geometry.
- Knowledge of GIS workstation hardware, software, and operations.
- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of CADD production techniques, and information management techniques relating to real property, public works, and building construction.
- Skill in the conversion of spatial data into digitized formats utilizing current GIS technologies.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Skill in the manipulation and management of relational and non-relational database(s).
- Ability to research and interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery and related GIS renderings.

- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships and communications with project consultants, private contractors, City employees, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 to 20 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.