

METRO

Classification Description

Title: GIS Technician
Job Code: 6016
Pay Range: 12
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: July 2007
Revised:

Classification Summary:

Perform a variety of paraprofessional, technical, and administrative duties to support Metro's Data Resource Center and deliver services to provide map production and sales for Metro departments, other jurisdictions, and the public.

Supervision Received:

A GIS Specialist provides lead direction. Supervision is provided by a Supervisor or Manager.

Supervision Exercised:

None.

Distinguishing Features:

This class is not part of a classification series.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks an employee in this classification may be expected to perform.

1. Greets members of the public and others and provides information about services available.
2. Provides storefront mapping and data services to the public, local governments, and Metro Staff.
3. Produces standard and custom maps of limited complexity using GIS software.
4. Provides administrative support for the DRC map store.

Secondary Functions:

1. Performs other related duties as assigned.

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Job Specifications:

Two years of college-level training in Geography, Cartography, or a related field, and one year of clerical or administrative experience in a customer service setting; or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

- Basic knowledge of GIS Software
- Basic knowledge of office procedures
- Basic knowledge of maps, mapping terms, and related software
- Ability to count money and make change
- Ability to show tact when working in difficult situation with members of the public
- Ability to communicate verbally and in writing with a variety of people to answer questions and explain information
- Ability to learn GIS systems and procedures to create maps of limited complexity for customers

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment. This position requires talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing ability. It may also require the ability to lift or carry up to 40 pounds.