

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: Geographical Information System (GIS) Technician

Department: Community and Economic Development

FLSA: Salary Exempt

Grade: 7
Safety Sensitive Job: No
Security Sensitive Job: Yes

Job Description Prepared: February 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director – Community and Economic Development

Subordinate Staff: None

Other Internal Contacts: Community and Economic Development; Information Technology (IT); Accounting; Transportation; Head Start; Executive Director; and Human Resources (HR) Employees

External Contacts: General Public; Alabama Department of Economic and Community Affairs (ADECA); Mayors; City Councils; County Commissions; Federal Emergency Management Agency (FEMA); Alabama Emergency Management Agency (AEMA); Alabama Department of Transportation (ALDOT); Municipalities; Financial Institutions; Real Estate Agencies; Public Housing; Utilities; Chambers of Commerce; Contractors; Vendors; Head Start Centers

Job Summary

Under the supervision of the Community and Economic Development Director, the GIS Technician performs routine and technical work on mapping projects related to departmental and interdepartmental activities in the SEARPDC region. The employee maintains the regional database with updated demographic and planning related data; prepares reports and maps as required; and assists in the preparation of applications and planning assessments. The employee operates the agency's GIS and department network; provides technical planning assistance to member governments and performs general duties as required in the operation of the department.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: GIS and Mapping. Performs GIS/mapping activities for the SEARPDC and member organizations.

1. Generates maps for CDBG grants and other projects.
2. Generates maps for local governments in the SEARPDC region.
3. Performs special mapping for projects as required.
4. Conducts field work with GPS location finding equipment.
5. Maintains and updates the regional demographic information in the GIS program.
6. Maintains census data information for the SEARPDC region.
7. Develops and maintains information for Regional Development Plans and Strategies to include physical characteristics, natural resources, environmental considerations, population and labor force, economic structure and activities, community facilities, infrastructure and services.
8. Provides information to other departments and the general public, including development of special requests related to market analysis and grants.
9. Assists in the production of technical regional information reports and documents.
10. Provides technical planning assistance to member governments regarding GIS data.

ESSENTIAL FUNCTION: Information Technology (IT) Support. Performs General IT support for SEARPDC agency staff.

1. Operates and maintains department network.
2. Maintains current and expanding GIS and related software to include technical, capabilities to institute software into planning programs.

3. Performs troubleshooting on SEARPDC hardware and software issues.
4. Provides assistance concerning the use of computer hardware and software, including printing, installation, and operating systems.
5. Troubleshoots VOIP telephone system problems.
6. Attends training workshops, seminars, etc. as required.

ESSENTIAL FUNCTION: General Office Operations. Performs general administrative and customer service functions.

1. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of SEARPDC rules, regulations, policies and procedures.
2. *Knowledge of SEARPDC organizational programs.
3. Knowledge of GIS mapping systems and operations.
4. Knowledge of basic cartography techniques and procedures.
5. Knowledge of computer operating systems and computer networks.
6. Knowledge of desktop computer systems and computer peripheral equipment.
7. Knowledge of desktop office productivity applications (i.e. MS Office).
8. Knowledge of IT troubleshooting techniques and procedures.
9. Knowledge of modern office practices.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend mapping manuals, directives, procedures, legal descriptions and complex drawings.
12. Communication skills to effectively communicate internally and externally, both orally and in writing.
13. Verbal skills to communicate effectively with supervisor, co-workers, and public.
14. Writing skills to clearly and neatly complete routine forms records, and correspondence using correct English, grammar, punctuation, and spelling.
15. Math skills to perform calculations in drawing and developing maps to include geometry and trigonometry
16. Skills using GIS and computer aided design (CAD) systems.
17. Skills in drafting.
18. Ability to research official records relating to mapping activities.
19. Ability to deal with all contacts in a courteous and patient manner.
20. Ability to multi-task, organize, and prioritize responsibilities.
21. Ability to work independently with a minimum of supervision.
22. Ability to enter hard copy material into computer oriented mapping system.
23. Ability to use various types of measuring equipment.
24. Ability to conduct field work using GPS equipment, when required.
25. Ability to interpolate and extrapolate data from multiple sources.

26. Ability to read and comprehend maps, records, deeds, financial reports, and other correspondence.
27. Ability to use computers and office productivity software.
28. Ability to use modern office methods, techniques and equipment.
29. Ability to use multi-line telephones.
30. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in geography, GIS, or related field or combination of education and experience in lieu of degree.
2. One year of practical experience with GIS or mapping techniques; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license.
4. Ability to work nonstandard hours.
5. Ability to travel out of town and locally.
6. Prior training in mapping, work experience in the mapping field, or successful completion of courses offered by IAAO, or any other organization related to mapping will be given additional consideration.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.