

## PAgis GIS TECHNICIAN

Job Grade: PAgis - N/A  
Classification: Non-exempt, non supervisory  
Department: PAgis  
Reports to: PAgis Technical Manager  
Supervises: None

5/14/2008

JOB SUMMARY: The PAgis GIS Technician performs daily data maintenance for PAgis GIS layers and databases; provides technical support work in data development; and performs other essential duties as deemed necessary.

### JOB DUTIES AND RESPONSIBILITIES:

1. **PERFORMS DAILY DATA MAINTENANCE FOR PAGIS GIS LAYERS AND DATABASES:** performs data editing; maintains integrity and requirements of PAgis building point addressing, street centerline addressing and other PAgis planimetric data sets; performs data digitizing and entry using Geographic Information System or Computer Aided Drafting software; performs map editing and quality control checking; performs maintenance and revises PAgis planimetric and addressing data through topographic and aerial photo information, land records, field surveys, and other various sources; assists with the preparation and maintenance of accurate records, correspondence, technical or narrative reports; creates and maintains geographic and tabular data using digitizers, plotters, scanners and personal computers; monitors data input & output for completeness and accuracy; makes or recommends necessary corrections or updates to the PAgis dataset and layers; enters data into database through application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vector data, and conversion of other sources of digital data.
2. **PROVIDES TECHNICAL SUPPORT WORK IN DATA DEVELOPMENT:** performs basic geo-processing tasks as outlined and directed by supervisor; assists in preparation of various cartographic products; assists in developing requirements and design of GIS mapping layers; assists in developing cartographic standards for symbology, projection, scale, and other mapping display features; creates output, such as maps & graphs, using computer and geographic information system software and related equipment, including plotter and scanners.
3. **PERFORMS OTHER ESSENTIAL DUTIES AS DEEMED NECESSARY.**

### EQUIPMENT AND MACHINERY OPERATED:

Personal Computer	Plotters
Special Printers	Local Area Network (LAN)
Large Page scanners	GPS equipment

### KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of data maintenance and quality control procedures.  
Knowledge of geographic information system (GIS).  
Knowledge of theory and practice of spatial data operations.  
Knowledge of ArcInfo, ArcGIS, ArcSDE, ArcView, ESRI extension products.  
Knowledge of Global Positioning System(GPS) Data Collection & Management.  
Knowledge of relational databases functions.  
Knowledge of Visual Basic.  
Knowledge of mapping principles and methods.  
Knowledge of database structure and design.  
Knowledge of research methods and techniques.  
Knowledge of Computer Aided Drafting (CAD).  
Ability to implement and use GIS applications i.e. ArcInfo, ArcView, ArcGIS, ArcSDE, Model Builder, ArcObjects and other ESRI extensions, applications and systems.  
Ability to plan and manage work.  
Ability to read and interpret civil engineering drawings and maps.  
Ability to read maps, plans, legal descriptions and technical specifications.  
Ability to use CAD.  
Ability to deal tactfully with customers.  
Ability to maintain accurate records and compile reports.  
Ability to communicate orally and in writing.  
Ability to coordinate work with others within and outside PAGis.  
Ability to extract information from records (written, computerized and/or orally).  
Skilled in ESRI GIS applications and systems.  
Skilled in making presentations to a variety of audiences.

### ESSENTIAL FUNCTIONS:

Visually look at computer screen for extended periods  
Computer keyboard manipulation  
Eye and hand movement  
Sit for extended periods  
Mouse mobility

### SPECIAL QUALIFICATIONS:

Must be 21 years old or older.  
Must have a good driving record.  
Must have a valid Arkansas Drivers License.

MINIMUM QUALIFICATIONS:

Two years of education in GIS, CAD, Computer Science, or related field, plus two (2) years work experience in an ArcGIS environment.

DESIRABLE QUALIFICATIONS:

Bachelors degree in Geography, Computer Science or related field.

WORK CONDITIONS:

Works in heated and air-conditioned office. Works outdoors in favorable weather. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors.

The above describes the general content and requirements for this job. It is not intended to be an all inclusive list of duties, responsibilities or requirements.

APPROVALS:

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PAgis Manager

Date