

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: GIS TECHNICIAN

PAY GRADE: 323 HM0/01

DEPARTMENT: INFORMATION TECHNOLOGY

CLASSIFICATION: NON EXEMPT

STATUS: FULL-TIME

DIRECT REPORT: INFORMATION TECHNOLOGY DIRECTOR

GENERAL DESCRIPTION:

The GIS (Geographic Information System) Technician is responsible for geographic data collection, data entry and maintenance of GIS databases, layers and linkages to various databases and files. This position will attend to all Town GIS needs utilizing GPS collection equipment, AutoCAD and ESRI software products and parcel-based information provided by the Lake County Appraiser's office and ensure accurate and complete land use, public safety incident, utility line and zoning infrastructure maps and data.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the collection of GPS coordinates and asset attributes data using handheld GPS units
2. Creates, updates and maintains data products and maps, layers, layouts and views of moderate complexity and related attribute tables using GIS software
3. Designs, creates and maintains appropriate geodatabase models
4. Conducts mapping research in the office and in the field to resolve conflicting information ensuring the accuracy of the data using GPS technology and interpreting plans, plats and legal descriptions
5. Assembles, correlates and validates source documents including civil engineering plans for water, streets, and wastewater needed to maintain the utilities and facilities infrastructure
6. Provides data for various utility studies and requested research as needed
7. Provides property research for legal notifications, applications, and grants
8. Creates custom reports using SQL and SQL-style query tools
9. Provides employee training in the use of GIS software
10. Assists with emergency response planning as requested
11. Performs other duties and assignments as directed by the Information Technology Director

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

1. Uphold and exhibit our shared employee values of knowledge, respect and integrity
2. Working knowledge of the interdependency of public utility infrastructure and identification of utility features utilizing aerial imagery, surveys, right-of-way maps, and site plans
3. Working knowledge of GIS software, technology, concepts, practices and procedures
4. Ability to read and interpret plans, drawings, maps, surveys and other technical documents and drawings
5. Ability to prepare neat and precise maps from plans, sketches, verbal descriptions and specifications
6. Maintain a high level of attention to detail for quality control purposes
7. Proficient in mathematics including addition, subtraction, division, fractions, simple algebra and simple geometry
8. Working knowledge of general office operations, procedures, organizations, files and records
9. Ability to work independently with general supervision and direction
10. Ability to establish and maintain effective working relationships with utility contractors, consultants, employees of regional agencies and other Town employees

EDUCATION AND EXPERIENCE:

1. High school graduation or possession of an acceptable equivalency diploma
2. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree or equivalent coursework at a technical college or vocational school in GIS, Cartography, Geography, Civil Engineering or Computer Science.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License
- Geographic Information Systems Professional (GISP) certification desirable
- Must be able to obtain NCIC/FCIC certification
- Must be able to pass Criminal Background Check

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and outside including periodic roadway travel
- May be required to assist the Town in the preparation for and aftermath of a major emergency such as a hurricane or other disaster

[Reasonable accommodations will be made for otherwise qualified individuals with a disability.]

Acknowledged receipt of job description, this _____ day of _____ 20 _____ .

Signature: _____