



City of Casa Grande

### GIS / Drafting Technician

**GENERAL PURPOSE:** Under general supervision, performs technical work of moderate difficulty in the preparation of presentation-quality maps using Geographic Information Systems (GIS) software programs; updates and manages GIS database.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Produces special purpose maps for City departments and public agencies as directed; determines and executes the appropriate sequence of data processing tasks; uses established GIS software programs, commands and compilation methods to generate and utilize spatial overlays.
- Creates frequently used maps such as zoning maps, City district boundaries and other maps for sale to businesses and the general public, and available to City departments.
- Updates and maintains the City's GIS databases according to department's policies and procedures; assists in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS; updates data sets and the digital data layers.
- Scans, rectifies, and digitizes data; builds topology, enters data attributes, checks for errors, and verifies accuracy; makes required corrections; edits and refines GIS data.
- Performs quality control checks to assure integrity of GIS data and applications.
- Responds to requests for information; provides technical information to City staff, and assistance to the public within scope of authority.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
**GIS-DraftingTechnician.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associate's Degree in Geography, Computer Science or other related field, and two (2) year's GIS computer work experience; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of principles and practices of geographic information systems, including computerized data compilation and conversion techniques, file management, and graphics applications and overlays.
- Knowledge of digitizing and data manipulation procedures for GIS.
  
- Skill in using GIS application software, including ESRI's ArcGIS and AutoCAD software.
- Skill in reading, understanding, developing, manipulating, and analyzing digital geographic information.
- Skill in computer cartographic design, layout, and technical production.
- Skill in understanding and working with data from multiple public and private sources.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- Skill in effective oral and written communication.

**Special Requirements:** None.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*