



City of Casa Grande

GIS Technician

GENERAL PURPOSE: Under general supervision, performs responsible technical duties in providing the collection and compilation and maintenance of spatial data and providing output graphic data to users.

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.*

- Operates computer workstation to update maps and spatial datasets
- Maintains and updates databases using GIS software
- Ensures data normalization between various databases
- Conducts research, in the field and in the office, to resolve conflicting information and ensure the accuracy of geographic data; with an emphasis on address datasets
- Creates maps and spatial datasets using GIS software
- Participates in filling map and digital data requests from the public and other departments
- Assists in the education and promotion of GIS to current and potential users
- Performs other duties as assigned or required

SUPERVISION EXERCISED: None

JOB DESCRIPTION

GIS Technician - 8110

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's degree or equivalent course work at a technical or vocational school in geographic information systems, civil engineering or closely related field, OR two (2) years of technical experience in working with geographic information systems; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of GIS software developed by ESRI, Google or AutoDesk
- Knowledge of database software such as Microsoft Access, SQL Server or Oracle
- Knowledge of spatial analysis and related GIS concepts
- Knowledge of symbols and terminology used in civil engineering or architecture

- Skill in reading maps, plans and drawings; such as plats or as-builts
- Skill in researching public records pertinent to GIS
- Skill in determining, calculating, tabulating or summarizing spatial data
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records
- Basic knowledge of SQL
- Basic knowledge of Python or ESRI ModelBuilder

Special Requirements: Valid State of Arizona Driver's License.

Physical Demands / Work Environment: Work is performed both in a standard office environment and in field settings.

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