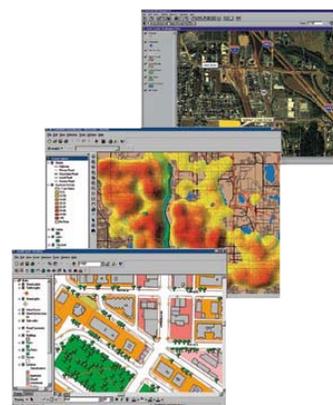


# JOB DESCRIPTION: GIS Specialist

A Career as a GIS Specialist/Technician

## **Introduction**

GIS Technicians make maps, customized Geographic Information Systems (GIS) applications and manipulate data to serve a variety of purposes. They read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database. Geographic information systems store, capture, analyze and display geographic information like 3D images and maps of the Earth. You need to know and be familiar with GIS technologies such as Global Positioning Technologies, Remote Sensing and GIS software. Other focal areas are geoprocessing, geocoding and cartography.



The GIS technician is an entry-level position. Duties will include: data management and creation, field work/surveys (primarily for addressing, centerline, and parcels), provide supportive mapping data and analysis upon request, and other projects related to comprehensive planning. GIS internships are especially important for gaining experience in the field.

## **Duties and responsibilities:**

- Provides technical and administrative assistance for the GIS program.
- Field work
- Manages operation of GIS equipment, software, data, and products
- Assists in the design, development and creation of databases, maps and other related projects
- Attend meetings, conferences, workshops
- Present GIS work at meetings, conferences, workshops
- Educate new GIS users
- Project management (able to accept a project independently and in a team work environment, design methodology to complete project, and produce final product(s))
- Related duties as assigned by the Department Head and GIS Coordinator

## **Qualifications and Skills:**

- Bachelor's degree in Geography, Cartography, Natural Resources, Computer Science, Planning, Environment Science or a related field.
- 1 year experience (coursework and internships are acceptable under guidelines) using ArcGIS 8.3 or 9. Knowledge in ArcInfo, Spatial Analyst, geodatabases and ArcView 3.x desirable.
- Familiarity with GIS applications in planning, public policy or related intergovernmental process is desired.
- Fundamental knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup, GPS.
- Knowledge of databases such as Access (preferred), SQL, or SDE
- Excellent oral and written communication skills
- Ability to coordinate multiple projects simultaneously
- Ability to complete short-term projects with tight deadlines
- Desire to learn new skills related to GIS development including computer hardware, software, extensions.

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- Establishes and maintains effective working relationships with employees, associates, government officials and the general public.

### **A Sample Job Announcement (current 28 August 2011)**

Job title: **GIS Technician**

Job location: League City, TX 77573 United States

#### **Job Description**

Assists the general public, outside contractors, developers and intra city departments with land base information such as ownership, property location of city infrastructure, construction, construction documentation and land base/infrastructure maintenance through a mapping (GIS) system. Maintenance a street dictionary and inputs addresses into AS400. Composes and produces maps and displays and exhibits for any city-wide needs, including staff meetings, council meetings, public hearing, and internal work needs. Assists citizens inquires via telephone and in person. This includes finding tax and utility information in either electronic form or with the plat, as built, or aerial engineering maps. Performs data entry/maintenance for the fifteen

thematic layers of the City's GIS database. This includes adding new parcels and utilities, connecting the GIS parcels with the AS400 tax information. This involves maintaining both spatial data and attribute data utilizing relational database management technology.

#### **Job Requirements**

Education, training, experience:

- High School Diploma or General Education Degree (GED)
- Associate's degree or equivalent in Engineering Design preferred.
- One to three years experience in a related field required.
- Valid Texas Driver's License

**Links to GIS Job Information click below:**

<http://geologyonlinecourses.com/degree-in-gis-administration/>

**Links to Related Information click below:**

<http://www.asprs.org/Students/Career-Brochure.html>

<http://eros.usgs.gov/>

Courtesy: [geologyonlinecourses.com, education-portal.com, NYSGIS

