

NEW CASTLE COUNTY GOVERNMENT

Number 0228

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Date 07/01/16

CLASS SPECIFICATION

Title: GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled Geographic Information System (GIS) work in Information Systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs GIS maintenance, and database creation and updating. An employee in this class is assigned responsibility for special projects. Responsibilities include creating and maintaining GIS layers for land use, public safety and assessment needs, as well as creating and maintaining related database records. An employee in this class produces maps for public and private use. Work involves extensive use of a variety of software applications; including CAD software, spreadsheets, databases and GIS. Work is performed under the supervision of the Geographic Information Systems Analyst.

EXAMPLES OF WORK: (Illustrative Only)

- Utilizes a variety of software programs including GIS, spreadsheets and databases;
- Utilizes a GIS for maintenance and analysis;
- Performs work necessary to maintain tabular data and digital map files in a manner consistent with recognized standards;
- Analyzes data through querying and geo-processing to produce reports;
- Produces map layouts suitable for public presentation;
- Assigns addresses in accordance with acceptable standards;
- Reviews aerial photography and makes determinations of features;
- Plots coordinates and makes graphic representations of a variety of land features from survey records;
- Performs detailed cartographic research to determine property line delineation, area and closure;
- Reviews plans, deeds and other documents to determine compliance with generally accepted cartographic and statutory requirements;
- Researches complex titles to find current owners and chain of title;
- Maintains and analyzes an impervious layer and database for storm water utility;
- Prepares exhibits, reports, and statistics;
- Prepares major subdivision plans for inclusion on or correction to the parcel base and related databases;
- Utilizes software and prepares the data to produce 911 dispatch files;

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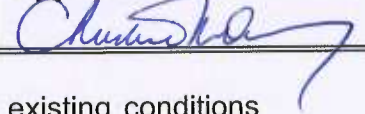
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Title: GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Approved:



- Prepares comprehensive maps for planning studies, showing existing conditions along with proposed changes and reports details;
- Keeps records and makes reports of work performed;
- Maintains map files and keeps them up to date in accordance with prescribed procedure;
- Prepares original correspondence detailing discrepancies in compliance of statutory requirements;
- Prepares maps and exhibits for publication and distribution;
- Fulfills requests for FOIA and notification for public hearing;
- Provides mapping and GIS assistance and information to the public, attorneys, private agencies, and other government agencies;
- Maintains current knowledge and proficiency in the use of software, hardware and equipment required in the course of work;
- Creates and maintains standards and procedures for GIS and mapping operations;
- Synchronizes discrepancies between databases;
- Organizes work for distribution to technicians;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, GIS and other related equipment and software in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and practices of GIS; knowledge of cartography, topography, surveying or civil engineering practices; familiarity with CAD, ArcGIS or similar programs; ability to establish and maintain effective working relationships with other employees; ability to communicate effectively.

MINIMUM QUALIFICATIONS: At least three (3) years' experience in GIS, database management or related work at the level of GIS Technician, possession of an Associate's Degree with major course work in geography, planning; drafting or related field; experience operating a Geographic Information System or Computer Aided Drafting program; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:
Established: 07/01/16