



CLASS SPECIFICATION

Class Title: GIS Support Specialist I
Department: Information Systems
FLSA: Non-Exempt

Class Code: 657
Eff. Date: 12/18/18
Grade: 20

GENERAL PURPOSE

Under general supervision from the Director of Information Systems, performs professional and technical work in analyzing and maintaining the Davis County GIS system.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Performs data management, creation of data, provides supportive mapping data.

Utilize standard GIS tools and utilities to enter and correct data in GIS databases, researching a variety of source documents to verify data accuracy and completeness and to generate standard GIS products including maps.

Works with other county departments, outside agencies and the public.

Acts as a point of contact to GIS users and provides technical assistance; maintains quality control standards.

Maintains and updates databases using GIS software.

Makes recommendations to improve operations, decrease turnaround times, and streamline work processes; work cooperatively to provide quality and seamless customer service.

Assists in developing training programs; tests new software, procedures and methods.

Assists drafting the documentation of procedures.

Follows established procedures to select map data and objects to populate database tables and attributes.

Following standard procedures, reviews and makes routine interpretations of data sources, and uses basic GIS software functions to enter, edit and update FIS spatial data, including points, lines and polygons, and attribute data into databases or layers.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and

regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Geography, Civil Engineering, Computer Science, Natural Resources, Environmental Studies, Planning or a related field; OR successful completion of an accredited GIS certificate program requiring at least 18 credit hours (semester) of coursework, plus one (1) year of directly related experience. An acceptable combination of education and experience may be considered.

Preference given for experience in Python, JavaScript and CSS.

2. Special Qualifications:

Employees driving a personal or County vehicle for job related travel must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: automated mapping/GIS software and related hardware; GIS techniques of digital conversion and analysis (COGO, digitizing, photo interpretation and geo processing). Working knowledge of: cartography in an automated mapping/cartography environment. General knowledge of: legal descriptions, deeds, survey data, tract descriptions and maps.

Skill in: efficiently operating all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: analyze and solve problems; read maps; coordinate multiple projects simultaneously; use forms and drop down menus to enter data in GIS databases; work



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effectively in a team environment; work with minimal supervision; work for sustained periods of time maintaining concentrated attention to detail; establish and maintain effective working relationships with supervisors, other employees, and the general public; communicate effectively (verbally and in writing); follow written and oral instructions.