



ORGANIZATION: City of Lincoln City
JOB TITLE: GIS Technician
FLSA STATUS: Non-Exempt
UNION: AFSCME, Grade 15
UPDATED: September 2024

PURPOSE OF POSITION: Responsible for day-to-day management of the City GIS System, including making enhancements, maintaining data sets, applying quality control procedures and adhering to established standards. Performs spatial data analysis and modeling; manages and supports applied GIS projects in a broad variety of functional areas. Provides GIS technical support to staff.

ESSENTIAL JOB FUNCTIONS:

Analysis and Technical Development

- Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information.
- Responsible for integration and management of as-built data and maps.
- Performs advanced data analyses and creates computerized models; designs and develops supporting databases; applies GIS and other analytical tools to manipulation, analysis, queries, and reporting of information
- Creates, updates and edits GIS data layers as needed, using ESRI software and other tools; adjusts and or rectifies existing graphic data to conform to more accurate control network
- Performs database analysis, interpretation and automation and inputs data to appropriate database systems.
- Provides data and mapping support to a variety of GIS projects as required
- Design and implementation of databases
- Integration of attribute databases with GIS base layers
- Works closely with the Asset Management Team
- Serves as team or project leader on applied GIS and data intensive projects
- Responds to inquiries from the public by phone and through correspondence
- Use the full Microsoft Office Suite, ESRI Software, Elements Asset Management, and other systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties. Maintain plotter and large format printers. Acquire and manage satellite imagery.

GIS Administration and Quality Assurance

- Administer and Manage Lincoln City GIS data and metadata
- Apply quality assurance guidelines to all GIS data developed internally or by consultants
- Develop and manage documentation and data maintenance procedures in support of the City GIS environment
- Administer and publish GIS content for internal and external customers.
- Provide technical support to various levels of GIS users, including front counter support staff, and management end users.

- Provides training as needed.

Participate in the Oregon Geospatial Enterprise Office Events and the Central Coast GIS Users Group.

Maintain professional, respectful, productive and cooperative working relationships with team, other City staff, other organizations and the general public. Follow all safety rules and procedures for work areas. Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Two years' experience using ESRI GIS tools, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Considerable knowledge of computer operations, software applications, GIS and data processing equipment. Excellent customer service skills, written and verbal communication and time management.

SPECIAL REQUIREMENTS/LICENSES: Possess a valid Oregon driver's license.

DESIRABLE REQUIREMENTS: Bachelor's degree in GIS, computer science, mathematics or related field and three years progressively responsible professional experience using geographic information systems, databases and analytical methods in applied areas applicable to the city.

Training and experience using GIS in a municipal environment. Experience using Trimble GPS or similar. Experience working independently to manage projects. Familiar with Elements Asset Management, IKAS Evolution (TV sewer camera), Office, ArcGIS Pro, ArcGIS Online, VB, Python, or other scripting language for use with ESRI software products. Hold a GISP License.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: None

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SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director. Ability to manage projects independently with limited supervision.