

CITY OF MILLEDGEVILLE**JOB ANNOUNCEMENT****POSITION:** **Geographic Information Systems (GIS) Technician****DEPARTMENT:** **Water and Sewer Administration****SCHEDULE:** **Full-Time - 8 hour shifts****SALARY:** **Negotiable – Dependent Upon Experience****JOB ANNOUNCEMENT:** **March 15, 2017 – April 13, 2017****JOB SUMMARY:**

This position is responsible for building, maintaining, modifying, or using geographic information systems (GIS) databases for infrastructure and parcel mapping and/or performs Computer Aided Design (CAD) drafting for engineering projects or assessment maps.

MAJOR DUTIES:

- Design or prepare graphic representations of Geographic Information Systems (GIS) data, using CAD/GIS hardware or software applications.
- Analyze Geographic Information Systems (GIS) data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
- Maintain or modify existing GIS databases.
- Enter data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
- Reviews existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- Produce data layers, maps, tables, or reports, using spatial analysis procedures or GIS technology, equipment or systems.
- Conduct field surveys utilizing GPS technology to collect field monumentation, update plans, maps and GIS layers.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of GIS and CAD systems and software; knowledge of cartography, map projection and coordinate systems; ability to prepare maps, graphs, charts and related materials through use of GIS and/or CAD software.
- Satisfactory completion of an Associate's Degree in Computer Aided Drafting and Design, Geographic Information Systems, or a closely related field may be substituted for two (2) years of the experience described above. Candidates must have at least one (1) year of the specialized experience using computer applications.
- Understanding and experience with ESRI Enterprise GIS software is desired. Demonstrated CAD or drafting experience is a plus. Strong PC skills, particularly Microsoft Office proficiency, including Microsoft Access desired.
-

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)