

## GIS TECHNICIAN

**Department:** Development and Planning  
**Reports to:** Director of Development Services  
**Hiring Range:** \$28,538 - \$33,233  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Develop, create and maintain spatial information layers stored in the City's municipal geographic information system (GIS); convert data from outside sources; and analyze GIS results and produce reports, maps, web pages, and supporting documentation.

### **QUALIFICATIONS**

#### **Education and Experience:**

Education (above high school) and/or experience equivalent to four (4) years using Geographic Information Systems, providing the required knowledge, skills and abilities and associated with such positions as GIS/Mapping Technician, CADD/Drafting Technicians; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

#### **Knowledge, Skills and Abilities:**

Associates degree in a geographic information-related field such as Geography, Cartography, Earth Science, Ecology, Engineering, Planning, Environmental Sciences, or any other related field and one (1) year GIS-related work experience. Must have valid Texas Driver's license.

### **ESSENTIAL JOB FUNCTIONS**

Duties include but are not limited to the following:

- Prepare and maintain various types of spatial layers (cadastral, property, right-of-way, topographic planimetric, flood zone, address, zoning) and database information required in support of the municipal geographic information system ensuring accurate, complete spatial information layers to established cartographic standards.
- Prepare final GIS products and prepare reports from non-graphic SQL databases as required in support of the municipal's geographic information system.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
- Performs such other related duties as required;

### **PHYSICAL REQUIREMENTS**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 40 pounds of force, moderate lifting, bending, loading paper, clearing paper jams and stooping on a regular and recurring basis; and constant keyboard use, constant repetitive limb movement, dexterity and repetitive twisting.

### **WORK ENVIRONMENT**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 40 pounds of force, moderate lifting, bending, loading paper, clearing paper jams and stooping on a regular and recurring basis; and constant keyboard use, constant repetitive limb movement, dexterity and repetitive twisting.