



## JOB DESCRIPTION

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**TITLE:** GIS Specialist I  
**DEPARTMENT:** City Manager  
**GRADE:** 13  
**FLSA:** Non -exempt  
**EEO DESIGNATION:** Professionals  
**REVISION DATE:** 06/28/2018

### **POSITION SUMMARY**

The GIS Specialist I works under the direction of the GIS Manager. This position performs technical GIS functions including but not limited to, editing and maintaining data layers (vector and raster), performing data analyses, data collection, addressing, cadastral mapping, generating maps, and creating web mapping applications. The GIS Specialist I works with other City departments, outside agencies, and the public.

### **ESSENTIAL FUNCTIONS**

- Creates new datasets and maintains existing datasets in enterprise geodatabases.
- Performs GIS analyses and generates maps for City departments, outside agencies, and the public.
- Experience with addressing, geocoding, and coordinate geometry preferred.
- Working knowledge of GPS hardware and software, and the integration of GPS data into GIS software.
- Assists in coordinating GIS functions with other City departments. Works in conjunction with users to assure end product needs are met.
- Assists with training and technical assistance in GIS procedures and software to City staff and other end users.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Must have a Bachelor's degree in one of the following areas: GIS, Geography, Engineering, Computer Science, Planning, or a related field from an accredited college or university. The GIS Specialist I must have at least 1-2 years progressive professional experience using Esri's ArcGIS Platform. Must have experience with coordinate geometry, geocoding, and georeferencing. Experience with Trimble mapping grade GPS unit preferred. Must possess a valid Utah Driver's License. Experience in a municipal setting is preferred.



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### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Comprehensive knowledge and technical experience with Enterprise on SQL Server.
2. Familiar with Collector for ArcGIS, ArcGIS Online, Model Builder, and scripting (Python, JavaScript, HTML, CSS).
3. Experience with ArcGIS extensions (Spatial Analyst, 3D Analyst, Network Analyst, etc).
4. Understands relational database design concepts and schema.
5. Ability to utilize, convert and incorporate various types of data into GIS (AutoCAD, GPS, and database files).
6. Experience with Trimble GPS units, Pathfinder Office, and Terrasync.
7. Proficient in Microsoft Office products (Excel, Word, PowerPoint, Access), Adobe Illustrator, and Adobe Photoshop.
8. Familiar with construction drawings and blue prints.
9. Familiar with ModelBuilder
10. Experience with addressing and legal descriptions.
11. Enters data into GIS databases using techniques such as coordinate geometry, keyboard entry or tabular data, manual digitizing of maps, scanning and georeferencing of images, automatic conversion to vectors and conversion of other sources of digital data.
12. Consistent capacity to pay attention to detail and organization, research and solve problems with a systematic and analytic approach, work independently as well as collaboratively with team members and provide high quality products and services.
13. Proficient in cartography and map design, including coordinate systems, projections, and map scales.
14. Ability to communicate effectively and concisely both orally and in writing.
15. Must have excellent customer service skills.

### **WORKING CONDITIONS:**

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.



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*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*