

## EAST BAY REGIONAL PARK DISTRICT

### **GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN**

#### **GENERAL FUNCTION**

Under supervision, the Geographic Information System (GIS) Technician assists with providing multi-level support for the Geographic Information System and other related duties.

#### **ESSENTIAL FUNCTIONS**

The essential functions of this position include, but are not limited to: assists with District-wide projects, including GIS data entry, GIS database development, cartography and map production; helps collect and edit GIS data for basemap park boundaries, natural resource, infrastructure and facility themes. Must be able to work with ESRI's ArcView GIS software on Windows NT, ARC/INFO GIS software, and GIS-related equipment such as plotters, digitizing tablets, and GPS mapping units. Assists with system administration and ArcView application customization. Assists with the production of presentation graphics. Performs data analysis, collects, digitizes and enters data, as well as develops and updates databases.

#### **OTHER FUNCTIONS AND DUTIES**

Other functions and duties related to this role will include: assists with maintenance of a GIS system for departments such as Planning/Stewardship and Land Acquisition, Interagency Planning, and Regional Trails. Performs system backups and other system maintenance on the GIS; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Education: Bachelor's degree in geographic information systems, geography, planning, or closely related field, and
- Experience: One year of work experience with GIS, primarily using ArcView and workstation/NT ARC/INFO software.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

#### **KNOWLEDGE, SKILLS & ABILITIES**

General knowledge of the basic principles of GIS, its uses, applications and programming. Familiarity with ARC/INFO GIS software, as well as with GIS-related equipment such as plotters, digitizing tablets, and GPS mapping units. Familiarity with ESRI's ArcView GIS software on Windows NT. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: GIS Coordinator or GIS Analyst (depending on department assignment).

Employment Category: AFSCME (Salary range effective March 27, 1999 - \$3,237.29 - \$3,522.42/month)

Replaces Data Entry Operator, adopted by Board: May, 1980

Revision Approved by Board: March 21, 2000