

EAST BAY REGIONAL PARK DISTRICT

MAPPING GRAPHICS TECHNICIAN

GENERAL FUNCTION

Under general supervision, to perform professional park planning graphics work to assist planning and stewardship staff with map-making and presentation graphics utilizing GIS data, organization of graphic files to facilitate access by other staff, research, report-writing, record keeping and administrative support for department, and to do other work as required.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: graphics support utilizing computerized and hand-generated presentation graphic techniques, including maps, charts, exhibits, Power Point presentations, diagrams, site depictions, etc. in park planning, project environmental review; natural resource assessments; maintenance of graphics data records, both manual and computerized; and assists professional staff with researching and writing less complex reports or sections of reports.

OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this role will include: assists in public hearings by preparing presentation maps and charts; assists with meeting logistics; and provides technical assistance for Power Point presentations. Researches factual data required for park planning (i.e., demographic, user, and natural resource data, etc.) and renders such data appropriate for use; identifies and initiates contacts with sources. Provides administrative support for the department such as, establishing project databases, establishing public hearing and other mailing lists; providing other administrative support as needed. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Education: Equivalent to the completion of two years of college level classes (not less than 60 semester units or 90 quarter units) in planning, graphic design, cartography, or a related field is desirable.
- Experience: Two years experience in preparation and execution of planning graphics design, drafting or commercial art. Experience in a governmental planning department is desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the planning profession, the presentation and report graphics field, and cartographic design and theory. Familiarity with and skill in the use of computers and applicable geographic and graphics software, such as, GIS related software (e.g., ArcView), Power Point, Corel Draw, Illustrator, Photoshop, scanners, plotters, digital photography, and image enhancers. A basic knowledge of Microsoft Access and Excel is essential. Ability to design, render, and produce visually attractive, large format maps, drawings, sketches, publications, charts, spreadsheets and other visual aids using freehand, mechanical, and computer software techniques and tools. Ability to work independently; coordinate multiple tasks and priorities; and communicate clearly and concisely, both orally and in writing. 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. Ability to research, compile and analyze data from a variety of sources; to prepare clearly written reports; to organize and complete detailed administrative tasks; and to operate standard office equipment.

EAST BAY REGIONAL PARK DISTRICT
Mapping Graphics Technician
Page 2

SPECIAL CONDITIONS OF EMPLOYMENT

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

REPORTS TO: Landscape Architect or other as assigned

Employment Category: AFSCME, Local 2428, Salary Range Effective March 24, 2001 (\$3,719 - \$4,053/month)

Replaces "Junior Planning Technician", adopted by Board: June 6, 1989

Adopted by Board: August 21, 2001

Resolution No. 2001-8-195

T:\HUMANRES\Job Descriptions\MAPPING GRAPHICS TECH.doc