

GIS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized entry-level technical work involving the use of Geographic Information System (GIS) technology in the planning and development of computer-generated maps and GIS databases. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the development of computer-generated maps and/or GIS databases, products and applications for distribution and internal use;
Provides technical assistance, including training and database development, to staff and departments;
Provides assistance to the general public in the viewing of existing map products and aerial photography;
Provides assistance to the general public, County staff and/or local government with guidance for use of County's GIS portal;
Collects GPS data and conducts associated fieldwork;
Assists in GIS data, software and hardware purchasing decisions by researching, organizing and presenting applicable product information and making recommendations, as required;
Assists in the preparation of GIS demonstrations for personnel and the public;
Prepares basic reports and memoranda on specific GIS studies, as required;
Attends workshops and seminars to keep current with emerging GIS technology.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of GIS, cartography, GPS, ArcMap and/or ArcGIS software; working knowledge of GIS as applicable to county, municipal or regional government*; working knowledge of the tools and software used with GIS; ability to gather, develop, maintain, analyze and manipulate spatial and non-spatial data; ability to produce maps and map-related products; ability to analyze customer needs and/or department operations; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Geography, Geology, Environmental Science, Planning, or comparable curriculum, which must have included or been supplemented by a minimum of twelve (12) credits in GIS, or comparable coursework or
2. Graduation from high school or possession of an equivalency diploma and four (4) years of technical or paraprofessional experience in the use of GIS technology.

*To be demonstrated during the probationary period.