

JOB TITLE: GIS TECHNICIAN I



Department: Geographic Information Systems (GIS)
Supervisor: Director GIS
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
Elected Official Approval: 01/31/2025

SUMMARY

The GIS Department supports all Departments with a broad range of geospatial requirements and applications. The Geographic Information System (GIS) Field Technician works as part of the GIS team in the acquisition, management and maintenance of a wide range of spatial and non-spatial information. Examples include the creation and maintenance of: county-wide road centerline layer, master street address guide updates, building footprints, structure points, and addresses as well as other enterprise geospatial datasets. This data is an important piece of a county-wide GIS database that all departments rely upon in their specialized decision making processes.

Work involves performing a variety of diverse duties requiring knowledge of GIS practices and procedures. Information and products created by incumbent will play a role in performance of the GIS Department and Bonner County. The successful candidate may work independently with regular review and approval by the GIS Director. Work involves continual communication with associates within the department as well as with other departments inside the organization. Regular communication with the public and occasional communication with local, state, and federal agencies. Work requires exposure to inclement conditions and temperature as incumbent periodically performs job in an outdoor setting. Involves frequent travel within the County and infrequent travel outside the county.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Performs desktop and web-based data management and cartography utilizing geographic information systems and related technologies.
- Performs field data collection, correction and validation utilizing mobile devices, high accuracy GPS receivers and GIS applications.
- Follows established protocols and procedures for data collection, processing and management
- Maintain documentation and standard operating procedures related to job duties.
- Assist with development, training and support of Bonner County GPS data collection projects. Provides training and technical support to end users.

- Assists the Address Administrator in working with the county, each incorporated city, and the public.
- Must possess a strong attention to detail.
- Will assist the GIS team in providing support to County departments in GIS analysis, and production of scheduled and specialized GIS products and applications.

SECONDARY FUNCTIONS

- Maintains and expands current knowledge of existing technologies as they relate to the County's GIS programs, systems and equipment through research, reading, training, and interaction within the 9-1-1 and the GIS community.
- Maintains a positive, helpful, constructive attitude and working relationship with the office employees, other County employees, Department Heads, Directors, Elected Officials and the public.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents.
- Ensures proper vehicle maintenance.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Bachelor's degree in Geography, Computer Sciences or GIS related field or an accredited GIS certificate is required. A combination of knowledge, skills and abilities so as to competently perform the essential functions of the job may be substituted on a year for year basis.
- Experience directly related to collecting and processing GPS data using ESRI technology.
- Experience working with ESRI software. Six months experience directly related to the development, maintenance, and support of GIS data.
- Must possess and maintain a valid driver's license within 30 days of employment.
- Good working knowledge of PC-based systems, programs, and using Microsoft Office software.
- Applicant must possess the ability to perform well in a detail-oriented work environment.
- Ability to work under pressure with continual interruptions while servicing a broad base of customers in a manner that meets their expectations.
- Ability to communicate effectively in English, both verbally and in writing, including the ability to communicate technical information to non-technical individuals so as to provide understanding and meet needs.
- Ability to communicate complex technical information in an understandable, non-technical fashion.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Regular, reliable attendance is an essential function of the job.
- Must display professionalism in all aspects of the job duties as a sworn deputy assessor.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Requires frequent travel within the local area. May require statewide travel on an infrequent basis.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____