



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1051

**CATEGORY:** Management & Organizational Functions

# **ROLE DESCRIPTION**

## **Senior Geographical Information System Technologist**

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The Senior Geographical Information System Technologist shall report to the County Clerk

Develop and maintain the geographic information systems (GIS) databases, coverages, and linkages to various databases. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions; and entering required data into the GIS.

### **ESSENTIAL FUNCTIONS:**

- Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects;
- Maintains and updates databases using GIS computer aided drafting and other software;
- Develops and maintains links between various databases;
- Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data;
- Creates maps using GIS and AutoCAD software;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer

### **Required Knowledge, Skills and Abilities:**

#### **KNOWLEDGE OF:**

- Symbols and terminology using in civil, architectural or electronic engineering drawings.
- GIS software, such as ArcView, ArcEdit, and ArcInfo. (Mapwiz, Webmap)
- Digitizing and data manipulation procedures for geographic information systems. Geography.
- Database design.

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### **Ability to:**

- Become familiar with industry specific (such as water and wastewater or planning and zoning) terminology and symbology.
- Read and interpret legal descriptions.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings or using a telephone.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps.
- Perform mathematical calculations using algebra, geometry, and trigonometry.
- Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work.
- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Remain in a sitting position for extended periods of time.
- Perceive color as defined by the Inter Society Color Council-National Bureau of Standards system.
- Perform fine hand movements in the accurate use of drafting instruments.
- Work cooperatively with other County employees.
- Present facts clearly and accurately in graphic form.
- Understand and carry out oral and written instructions in the English language.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some functions require the use of personal or County vehicles on County business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Other duties as specified.

Two year diploma or 4 year degree, or equivalent course work at a technical or vocational school, in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science, or a related field, or two years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted.

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