

Sevier County Job Description



Title: GIS Technician / Administrative Assistant I / II / III	Department: GIS/County Road
Grade: I - 11 / II - 13 / III - 15	FLSA Status: Non-Exempt
Job Code: I - 375.1 / II - 375.2 / III - 375.3	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **advanced, complex technical duties** related to the development or creation of digitized maps through geographic information system(s) (GIS) or related computer program application(s). Performs GPS technical functions to mark and record various mapping content for the County GIS system. Performs a variety of **general administrative support duties** as needed to expedite the day-to-day functions of the road and GIS department.

Admin I & GIS Tech: Entry Level / **Admin II & GIS Tech:** Working Level / **Admin III & GIS Tech:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of the Road Supervisor and the GIS Administrator.

Admin I & GIS Tech: Close / **Admin II & GIS Tech:** Close to General / **Admin III & GIS Tech:** General

SUPERVISION EXERCISED

Admin I & GIS Tech: None

Admin II & GIS Tech: May provide some training to Admin I, GIS/GPS Technicians

Admin III & GIS Tech: May provide supervision on a project to project basis

ESSENTIAL FUNCTIONS

Administrative Assistant I and GIS Technician or Basic Functions for all Levels

- Provides administrative & clerical support to the general public, other agencies and County departments for the Road & GIS Departments;
- Performs accounts receivable functions for the Road department;
- Performs word processing as needed to develop, create or produce forms, letters, procedure manuals, etc.;
- Inputs GIS and road data and updates information daily;
- Assists the general public and responds to questions related to Road & GIS operations,
- Performs GIS system and file backup dealing with county/city systems such as water, county roads, etc.;
- Parcel Data – Using Recorders plat maps layer for distribution to state, local and internal utilization;
- Utilizes ArcView, ArcGIS, GOOGLE Earth and related GIS software, plotter and GPS equipment to create and maintain computerized maps.

Administrative Assistant II and GIS Technician *(in addition to the essential functions outlined for Admin I and GIS Tech)*

- Creates Excel tables for the review process, reviewing data with various local entities and home owners;
- Updates and prints various maps for county, inter-agency and general public;
- Creates Sevier County digital addressing data and maintains, geocoding 911 Addressing for Sevier, Wayne and Piute Counties;
- Collects and enters ROW documentation for recordation related to road system;
- Performs post processing of GPS'd data from Garmin equipment for signs, bridges, culverts and cattle guards;
- Assembles data from surveys, state and federal agencies and other entities for mapping and analysis;
- Updates, maintains and audits county digital files relating to county maps;
- Digitizes and monitors road signs using GPS coordinates for all road signs in the County;
- Completes data editing and organizes data to ensure compatibility with County database;
- Reproduces maps and database reports from GIS system and related software;

Administrative Assistant III and GIS Technician *(in addition to the essential functions outlined for Admin I, II and GIS Tech)*

- Road Department flooding cost analysis and mapping for FEMA.
- Provides general training to local entities related to GIS processes, methods, and value and output information;
- Participates in the development and maintenance of GIS databases, posting changes, verifying and reconciling various Geodatabase versions, etc.;
- Maps and plots locations of lines, valves, lift stations, etc. as installed;
- Researches records of plats and property descriptions to determine property location.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Admin I & GIS Tech: Graduation from high school or equivalent, plus two (2) years of college training related to GIS systems, mapping and engineering practices, information systems, or computer technologies with two (2) years of experience performing office management related duties.

Admin II & GIS Tech (*in addition to the education and experience for Admin I and GIS Tech*): Three (3) years performing the above related functions at Sevier County or five (5) years of experience performing above related functions in a governmental, GIS setting with one (1) of those years being performed at Sevier County.

Admin III & GIS Tech (*in addition to the education and experience for Admin I and II and GIS Tech*): Eight (8) years performing the above related functions at Sevier County or twelve (12) years of experience performing the above related functions in a governmental, GIS setting with three (3) of those years being performed at Sevier County.

*An equivalent combination of education and experience may be considered for all levels.

2. Knowledge, Skills, and Abilities:**Knowledge**

Admin I & GIS: Some knowledge / **Admin II & GIS:** Working knowledge / **Admin III & GIS:** Considerable knowledge of the following

- State GIS database requirements;
- ESRI related programs, technical tools and equipment;
- Technical tools and equipment associated with cartography;
- Mapping scales and their most appropriate use;
- Computerized mapping software and methods (ARCVIEW, ARC/INFO, Windows, etc.);
- Various geographic databases, including State of Utah, GPS point retrieval, State Plane Coordinate Systems, GLO map interpretation;
- Quality assurance and control methods;
- County geography;
- Inter-relationships of various federal, state and local agencies which impact upon mapping activities of the county.

Skill

Admin I & GIS: Some skill / **Admin II & GIS:** Working skill / **Admin III & GIS:** Considerable skill in the following

- The use of various software applications including, ESRI applications, Arcview GIS, ArcMap, ArcInfo, ArcTools, Building Geodatabases, ArcMap, MS Office, Excel, etc.;
- Motorized vehicles and operation of Garmin GPS equipment.

Abilities**All Levels the ability to**

- Perform complex computer mapping and mapping evaluation;
- Read and understand legal documents and computer printouts;
- Recognize and solve problems related to hardware and software applications;
- Communicate technical information effectively, verbally and in writing;
- Perform mechanical duties related to installations of PC's, printers, hardware and related items;
- Work independently;
- Develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

- Must have training by the State of Utah in ArcGIS I & II.
- Must possess a valid Utah driver's license.
- Must be proficient in the use of ESRI ArcGIS Mapping Software.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs both in a typical office setting with appropriate climate controls and in an outdoor setting on a project-by-project basis.
- Tasks require occasional physical activities, and some muscular strain, related to walking, standing, stooping, sitting, reaching, talking, climbing and occasional lifting generally not to exceed 30 pounds.
- Hearing, seeing and verbally communicating are essential to the effective performance of required duties.
- Rapid work speed required performing keyboard operations.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.
- Occasional travel required in course of performing portions of job functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)