CITY	OF	ONTARIO	

CLASS CODE		2004	GROUP	5
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## G I S SPECIALIST

#### DEFINITION

This is specialized technical work in the operation and maintenance of a geographic information system. Under general supervision, performs technical geographic information system input, including editing and system analysis, to produce a wide variety of maps, reports and other products. Coordinates and oversees the work of subordinate technical personnel. Work is reviewed while in progress or upon completion for desired results.

## EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Creates and updates customized maps or reports for city departments; updates data base information and writes programs to create map features; digitizes geographic points, lines and polygons; inputs or imports data associated with geographic features; writes applications, programs or procedures to expedite system functions; assists other users of system in accessing GIS database; coordinates and oversees the work of subordinate technical personnel.

#### OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

# JOB RELATED AND ESSENTIAL QUALIFICATIONS

### MINIMUM:

Bachelor's degree in management, computer science, geography or related discipline, or equivalent employment experience in related areas; one (1) year of experience working with ArcInfo and ArcView, one (1) year of cadastral mapping experience, experience with computer-aided drafting;

<u>Knowledges:</u> knowledge of the principles and concepts of computer operations, programming and applications; working knowledge of the general terminology, methods, techniques and instruments of cadastral drafting, computer-aided drafting, and geographic information systems; knowledge of and ability to direct map output to printers and plotters;

<u>Ability to:</u> take projects from abstract to reality; coordinate and oversee the work of subordinate technical employees; create and maintain a numerical map filing system; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

#### DESIRABLE:

Knowledge of civil engineering boundary control designations such as bearings, azimuths, distances, etc., and land legal descriptions; general knowledge of municipal infrastructure improvements such as water, sewer, storm drain, street facilities and plans; knowledge of HTML programming; knowledge of web enabling applications; experience in maintaining a world-wide web home page; experience with ESRI's map objects.