



## **Geographic Information Systems Technician (2180)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 12

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to assign addresses for all new and existing structures to the E911 system. The Geographic Information Systems (GIS) Technician also maps addresses, roads, and structures for the GIS Department.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Assigns addresses and adds to the E911 system: assigns addresses to all new construction for permitting and E911 public safety; creates applications; maps new address points in GIS; fills out customer applications and provides customers with a letter listing their new address; collects fee from customers for providing new address letter; adds new addresses to E911 systems; verifies accuracy and correcting in Master Street Address Guide (MSAG); and sends new addresses to other systems and personnel.

Corrects existing E911 addresses: identifies incorrect addresses on the map; calculates the correct address; verifies old maps to make sure the correct number is not already listed for use; fills out a Corrected Address Application; produces a letter to send to the customer; and informs E911 Communications of updates.

Provides maps for Tax Assessors Office: provides maps; and edits addresses, roads and other features as necessary.

Assigns and/or corrects E911 MSAG and United States Postal Service (USPS) data: assigns data; determines if any road segment is improperly listed; corrects address range as needed; corrects anomalies with existing addresses; forwards newly created, corrected, and verified ranges to appropriate departments.

Field-checks structures: field-checks structures incorrectly listed on maps for address postings, missing addresses, and other missing information to ensure Public Safety can accurately locate a structure; uses Google Street View to assess if the address is visible; verifies the address through visual inspection; applies correct information; updates maps; and forwards for correction in related applications.

Performs other related duties as required.

### **Minimum Qualifications**

Associate degree in Geography, Cartography or a related field; supplemented by three years of experience in mapping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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