

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Division of Geographic Information System
Classified, GRADE 7
40 Hour Week

GIS TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs skilled computer aided drafting and geographic information systems work and calculations in the preparation and drawing of property description and assessment maps, and utility plans; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs independent responsible work in the preparation and drafting of computer aided maps for assessment and planning purposes. The incumbent also performs related mathematical calculations and interprets data in response to public inquiries. The work is performed under the general supervision of the Technology/GIS Supervisor.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Draw and revise property ownership maps of the County with respect to individual towns and cities and the sections contained therein;
Check recorded deeds, aerial photographs, and County and State highway prints to assure complete descriptions in drawing of maps; research conflicting descriptions of property lines utilizing the resources of various County departments;
Digitize existing maps;
Update maps and make needed copies of plots;
Assist the general public in researching property information;
Perform drafting work for County utility projects;
Answer questions from the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of geographic information systems, computer aided drafting, methods, techniques, equipment, and procedures for the calculations of areas for tax roll descriptions; knowledge of graphic applications and programming

skills; ability to write GIS data specifications as well as proficiency in general cartographic skills; knowledge of legal descriptions of land and the laws and regulations dealing with the registration of deeds; ability to make accurate, neat, and legible drawings; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with at least one year experience in drafting work and the latest version of AutoCAD, ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Eff. 01/01/98
Rev. 07/01/98
Rev 07/01/00
Rev. 07/01/04
Rev. 07/01/06
Rev. 07/01/07