

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services
Classified, GRADE 11
40 Hour Week

GIS TECHNICIAN III

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized geographic information systems (GIS); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class performs responsible maintaining addressing, parcel, and geo-referenced database maintenance, and drawings. Work involves the application of GIS knowledge. An employee in this class is assigned the responsibility for special projects or specific tasks from their initiation to their approval. The work is performed under the general supervision of the GIS Administrator.

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, operations of machines, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker may be subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Prepare major and minor subdivision and land development plans for inclusion on or change to the assessment rolls or subdivision and street name;
Perform drafting projects of district boundary lines, roadways, rights-of-way, parcel surveys, and any other objects in preparation for modifications and maintenance;
Collaborate on design and development of geo-referenced data bases for GIS applications;
Plot, coordinate, and make graphic representations of variety of land features and utilities upon maps from field notes or data;
Research complex titles to find current owners and chain of title;
Perform detailed cartographic research to determine property line delineations, area and closure;
Review plans, deeds, and other document to determine compliance with generally accepted cartographic and statutory requirements;
Draw and revise property ownership and utility maps of the County with respect to individual towns and cities and the sections contained therein;
Create and/or update maps using GIS software
Create and maintain SDE and/or Geodatabase

Utilize Tools in the GIS software such as Geoprocessing, Model Builder, Topology etc.
Assign and maintain Addressing and Road database
Answer questions from the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent knowledge of the principles and practices of ArcGIS software as it applies to land use, mapping, and infrastructure at the level of GIS Technician II; good knowledge of the computerized assessment, graphic applications, programming, and Windows software; knowledge of the preparation of cartographic or addressing maps and graphics in general; some knowledge of surveying, civil engineering principles and advanced mathematics as may be obtained by completion of college level engineering courses; ability to coordinate and plan projects; ability to communicate effectively; 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 three (3) years experience in drafting work or completion of college level courses in civil or architectural engineering or drafting, latest versions of ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid driver license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

Rev. 07/01/15

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