

**Title: GIS Technician I**  
**Department: Planning Services**  
**Division/Office: GIS section**



Grade 2114; Hourly position; Category: Classified; Job Code: GSTI; Rev.:07/01/2021

### **General Description**

The purpose of this position is to create maps, customized Geographic Information Systems (GIS) applications, and manipulate data to serve a variety of purposes; read and interpret maps; manipulate and understand digital land data and manage data entered into a GIS database.

This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Draws and revises property maps of the County with respect to individual towns and cities and the sections contained therein.
- Checks recorded deeds, aerial photographs, and County and State highway prints to assure complete descriptions in drawing of parcels and rights of way.
- Research conflicting descriptions of property lines utilizing the resources of various County departments.
- Assists with the documentation of GIS spatial layers.
- Edits basic GIS Data.
- Converts data collected from field operations into GIS database with property and accurate spatial location.
- Manages 911 Addressing system.
- Assists the general public in researching property information.
- Creates exhibits and presentations for public meetings.
- Assists customers in the creation of plot plans for building permits.
- Establishes and maintains effective working relationships with those contacted in the course of business.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Associates degree supplemented by one (1) year of experience in ESRI ArcGIS database/mapping and Windows software or equivalent combination of education, training, and experience.

### **Additional Requirements:**

Knowledge of geographic information systems, methods, techniques, equipment, and procedures for the calculations of areas for tax roll descriptions, 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 maps using GIS; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, and the public; working knowledge of

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personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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.

**Americans with Disabilities Act 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; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement