



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.2

Job Title: **SENIOR GIS TECHNICIAN**

Pay Grade: 17

GENERAL SUMMARY:

Performs complex data entry and advanced update and maintenance functions for a Geographic Information System (GIS) database. Performs lead functions for various assigned GIS projects.

RESPONSIBILITIES:

- Performs complex data entry and advanced update and maintenance functions for a GIS database using workstations, personal computers and GIS software. Works on core data while maintaining database standards and system security.
- Researches and evaluates source data using non-routine methods and documentation. Interprets and transfers data from source documents.
- Assists in establishing data preparation standards and procedures to insure data standardization and integrity and to optimize section productivity; prepares data for entry.
- Performs quality control for database maintenance. Reviews input and output. Assures integrity of database changes.
- Schedules and reviews work and provides technical training and assistance to others for various assigned projects to create and manipulate GIS data files.
- Locates and compiles graphic data and attributes from plans, profiles and other sources.
- Geocodes data files using GIS software. Analyzes output and researches and corrects source problems. May manually locate address.
- Operates and maintains data input/output devices. May contact service personnel for maintenance and repair of equipment.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Geographic Information Science, Geography, Computer Science, Management of Information Science or a closely related field.

EXPERIENCE:

Two years of experience equivalent to or as a GIS Technician are required.

Experience equivalent to or as a GIS Technician may be substituted for the degree requirement on a year-for-year basis.

OR:

A Bachelor's degree in Geographic Information Science, Planning, Geography or a field directly related to work being performed may substitute for the education and experience requirements.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person on various assigned projects.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- GIS Operator
- GIS Technician
- Senior GIS Technician
- GIS Analyst
- Senior GIS Analyst
- GIS Supervisor
- GIS Manager

Effective Date: June 2000

Revised Date: December 2014