



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 443.0

Job Title: **GIS OPERATOR**

Pay Grade: 8

### **GENERAL SUMMARY:**

Performs data entry, update and maintenance functions for a Geographic Information System (GIS) database.

### **RESPONSIBILITIES:**

- Performs data entry, update and maintenance functions on a GIS database using workstations, personal computers and GIS software. Works on core data while maintaining database standards and system security.
- 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.
- Researches and evaluates source data using routine methods and documentation. Transfers data from source documents.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED. May require vocational competence in the operation of computer equipment and systems.

#### **EXPERIENCE:**

Six months of experience with moderate to heavy use of a computer are required.

**Substitution:** Six months of vocational training in Geographic Information Systems may be substituted for the experience requirement.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **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: August 2001*

*Revised Date: March 2017*