



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.1

Job Title: **GIS TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Performs the data entry, 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 standard methods and documentation. Interprets and transfers data from source documents.
- Performs quality control for database maintenance. Reviews input and output. Ensures integrity of database changes.
- 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 simple maintenance and repair of equipment.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

No experience is required.

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

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and 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:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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: March 2017*