

CITY OF MOUNT HOLLY

GIS TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs technical and administrative support work in the City of Mount Holly Planning and Development Department; works with the public to assist in other departmental duties including the zoning and code enforcement division; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible maintaining the City's GIS. Duties also include assisting the zoning and code enforcement division. Tact, courtesy, and firmness must be exercised in dealing with residents. Work is performed according to established policies and procedures; under the general supervision of the Deputy Planning Director; and is evaluated for adherence to policies, procedures, and accuracy.

ESSENTIAL JOB FUNCTIONS:

Primarily prepare, collect, organize and input data to maintain and enhance the City's GIS including field research and GPS data collection and processing;

Assist with interpreting as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery and related source documents, and incorporates them into GIS using various methods;

Assist in the creation and maintenance of multiple GIS layers including parcels, streets, right-of-way, zoning, other development layers, and water and sewer system layers;

Follow quality assurance (QA) and quality control (QC) processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness;

Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products;

Troubleshoot and support the City's GIS and related hardware and software, including printers/plotters, GPS and other mobile devices in conjunction with the IT department;

Assists the Planning Technician with the enforcement of the City's Code of Ordinances and Zoning Ordinance including field inspections, working with property owners, sending out official letters, and using legal approaches in coordination with the City Attorney when needed to gain compliance;

Review, update and implement the GIS Long Range Plan adopted as part of the Land Use Plan;

Performs other duties as assigned;

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves work requiring the employee to occasionally exert up to 10 pounds of force and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, do extensive reading, accounting functions, and use a computer terminal. An employee in this position will be exposed to inside and outside environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of GIS operational utilities, databases, and mapping systems including ESRI's Platform for digitizing, editing, plotting, and mapping processes; considerable skill in oral and interpersonal communications; ability to determine alternative means to display a variety of information and utilize databases and GIS technology to effectively present information; Considerable ability to interpret technical procedures to customers, public officials and other lay personnel; broad knowledge of general municipal infrastructure as well as other municipal government functions in relations to GPS locating; reasonable knowledge of current hardware and software technologies and uses; knowledge of standard business applications including software required to accomplish the essential functions listed: Microsoft desktop and server operating systems, and mobile operating systems; ability to work independently or in a team environment as needed; ability to form effective working relationships with staff and to work with residents in a firm but tactful manner; ability to multi-task and make independent judgments and decisions.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's Degree from an accredited college or university with a major in Computer Science, Geographic Information Systems, Information Systems, Public Administration, Urban/Regional Planning, Geography, Engineering or closely related field. Combination of Associates or Technical Degree with experience will strongly be considered. Experience utilizing the ESRI suite of products including ArcGIS Online, Server and Desktop or other major GIS systems.