
TITLE: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I-II

DEFINITION: Under general supervision, performs increasingly responsible duties involving geographic information systems including installation, maintenance, support, and input of data.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the routine duties of the classification.

Grade Level II - Performs the full range of duties of the classification and may act as project leader.

EXAMPLES OF DUTIES:

- Inputs graphic and non-graphic information into the Geographic Information System using GIS software ;
- Installs, maintains and supports hardware and software associated with geographic information systems;
- Converts existing source documents into digital computer format;
- Verifies accuracy of input data;
- Configures operating systems software and hardware;
- Develops computer programs to enhance and customize system capabilities;
- Interacts with vendors and user departments;
- Researches and/or prepares records, drawings, maps, legal descriptions, reports and other information;
- Prepares and updates graphics and maps, maintains and modifies systems databases and programs;
- May perform field data collection or participate in field infrastructure/utility investigations;
- May troubleshoot plotter hardware;
- May train system users;
- Operates City vehicle as necessary;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Education equivalent to a two-year degree in computer science, business administration, engineering, mathematics, geography, planning, environmental science, or related field, and a minimum of one year of experience in a computer-aided design or mapping environment; up to two years of experience may be substituted for education requirements on a year-for-year basis.

- One year as an Engineering Aide, Engineering Technician or Systems Analyst with the City of Long Beach may be substituted for one year of experience in a computer-aided design or mapping environment.
- Willingness to work an irregular schedule, including nights, weekends, holidays, and overtime.
- A valid motor vehicle operator's license.
- For the Harbor Department, must be able obtain a Transportation Worker Identification Credential (TWIC) prior to passing probation.

HISTORY:

Approval/Adoption Dates: 12/01/72
Approved Revision Civil Service Commission: 09/29/93
Approved Revision Civil Service Commission: 02/17/2021