

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	GIS, Associate	BAND/LEVEL:	Prof I
DEPARTMENT:	Planning & Development Services	JOB NO:	3115
DIVISION:	Geographic Information & Support Service	DATE:	3/25/12
REPORTS TO:	Manager, Geographic Information & Support Services	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 601

REPLACES: GIS, Associate

DATE: 2/24/02

JOB SUMMARY STATEMENT:

Enhances, maintains and expands the City's geographic information system (GIS) using the ArcGIS suite of software. Analyzes the spatial distribution of features or events in response to queries from city employees and the general public. Creates maps in paper or electronic form. Provides user support to employees using ArcMap software.

DUTIES AND RESPONSIBILITIES:

1. Uses ArcGIS software to create or modify standard mapping products to assist specific users with requests for maps of Overland Park.
2. Analyzes geographic relationships between various data sets using ArcGIS software.
3. Maintains and updates database by data input and manipulation. Maintains and updates geographic features using appropriate ArcGIS editing tools from source documents such as aerial photographs or CAD drawings. Monitors data sources to identify changes to GIS database. Evaluates database accuracy through verification procedures.
4. Performs geographic analysis and cartographic production as it relates to the GIS system in conjunction with the operation of plotters, and printers. Discusses information needs with GIS users and determines applicability to existing data.
5. Provides research and graphic support to City staff.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in geography, urban planning, or a related field with a specialty in GIS, or an equivalent combination of formal education and experience.

EXPERIENCE:

Six months experience and training in the use of E.S.R.I. software and necessary hardware, or an equivalent level of training

SKILLS:

1. Good oral communication skills
2. PC computer skills
3. Analytical skills

MENTAL REQUIREMENTS:

1. Ability to prioritize work
2. Abstract and logical reasoning
3. Understanding of software applications/computer commands & programming
4. Ability to recognize, convert and generate data in various file formats.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to work with hand tools and small parts.
3. Hand and eye coordination adequate to accurately and efficiently operate computer peripheral equipment such as a keyboard, mouse and monitor to create and edit both graphic and tabular data

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.