

# CITY OF BEAVERTON

## GIS Specialist

### General Summary

Provide GIS based products to internal and external customers. Analyze customer needs and develop solutions or products.

### Key Distinguishing Duties

Analyze customer needs and develop solutions.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Analyze customer needs and develop solutions or products. Analyze and integrate spatial data for geographic statistics. Provide accurate resource estimates and methodology recommendations to GIS Manager.
2. Develop graphical representations, displays and maps. Create and maintain custom templates, scripts, macros.
3. Maintain the accuracy and integrity of the GIS databases, technical files and documentation.
4. Create and maintain geo-spatially related databases. Coordinate or perform data entry, maintenance, and data control activities. Identify, transfer, or assist in transfer, of digital data to and from other agencies and consultants
5. Research developing technologies and make recommendations to the GIS Manager.
6. Set up and maintain systematized permit and address numbering systems.
7. Provide feedback to GIS software vendors, consultants, and ISD. Assist in data migration and implementation of GIS and other automated mapping systems.
8. Participate in department/division/section operational processes including procedure development and implementation
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.

12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

### **Other Functions**

1. May provide training on programs and applications.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of the laws and regulations governing GIS.
- ◆ Working knowledge of the practices and principles of Geographic Information Systems (GIS) theory and function.
- ◆ Working knowledge of principles and practices of tabular and spatial data analysis.
- ◆ Working knowledge of coordinate geometry and mathematics principles.
- ◆ Working knowledge of GIS applications, programming languages and development tools.
- ◆ Working knowledge of geography, map projections, geometry, datums, coordinate systems, and cartography.
- ◆ Working knowledge of GIS software.
- ◆ Working knowledge of the practices and principles of database structures and design.
- ◆ Working knowledge of principles and practices of cartography.
- ◆ Working knowledge of operational uses of map printing (or output) devices and the standard reproduction processes for maps, drawings, and blueprints.
- ◆ Working knowledge of GIS system hardware and software.
- ◆ Working knowledge of principles and practices of project planning and management.
- ◆ Basic knowledge of principles and techniques of training.
- ◆ Basic knowledge of practices and principles of public/business administration, contracting laws/regulations and decision-making.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to GIS programs.
- ◆ Working knowledge of computer hardware and software.

### **Skills/Abilities Required**

- ◆ Strong ability to perform complex technical computations and compile/analyze GIS data and statistics.
- ◆ Strong ability to perform technical research and analysis.
- ◆ Strong ability to prepare maps, graphics, displays, charts and reports.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.

- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, spreadsheet programs, or other application software as required for position.
- ◆ Ability to use general office equipment.
- ◆ Ability to research, read and interpret engineering drawings, deeds, legal descriptions, and survey records.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in Geography, Business, Planning or a related field and 2 years experience in Geographic Information Systems which includes experience designing, creating, maintaining and analyzing geospatial and tabular data and which includes at least 6 months of GIS script or application programming or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Some in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Frequent focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Mapping/GIS Technician  
Revised: 1/98  
New class specification title 1/98: GIS Specialist  
Revised: 10/00  
Revised: 11/04  
Revised: 1/1/09

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date