

NORTEX REGIONAL PLANNING COMMISSION

CLASSIFICATION JOB DESCRIPTIONS

NRPC Salary Group: B-12

NRPC Job Class Number: 0270

FLSA Classification: Professional - Non-Exempt

Immediate Supervisor: Director of Emergency 9-1-1 Services

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## **Geographic Information Specialist 1**

### **GENERAL DESCRIPTION**

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Performs routine (journey-level) geographic information system work. Work involves input and manipulation of geographic information systems to create, maintain, display update, and produce accurate maps and other representation of data. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

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- Creates and modifies maps, graphs, or diagrams, using geographical information software and related equipment
- Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial imagery, and existing maps
- Documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information
- Evaluates data from outside sources and converts data to assist users
- Assists with the entering, correcting, and debugging database records
- Create, add, correct, and update the meta data files
- Coordinate with our neighboring Jurisdictions for the purpose of edge matching the coincident roads and polygon jurisdictional boundaries
- Performs related work as assigned by supervisor

### **OTHER JOB FUNCTIONS**

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- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds

- Required to read, write, and communicate in English
- Required to travel in and out of the Nortex Region
- Overnight travel may be included in the travel requirement as directed by supervisor
- Valid driver's license from state of residency

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- Experience with ESRI software, including ArcGIS 10.X software and administration preferred
- Graduation from an accredited four-year college or university with major coursework in computer science, computer information systems, geography, geographic information systems technology, management information systems, or a related field is generally preferred
- Education and experience may be substituted for one another

### **Knowledge, Skills, and Abilities**

- Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography preferred
- Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues preferred
- Good communication skills
- Operate office machines such as personal computers, typewriters, adding machines, calculators, laser printers, facsimiles, and/or copiers

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