



CLASS SPECIFICATION

Class Code: 60000720
Date Est: 05/1991
Last Reviewed: 09/2023
Last Revised: 09/2023
Last Title Change: 03/2001
FLSA: non-exempt
Probation: 12 months

GIS SPECIALIST

DEFINITION

Under general supervision, creates and maintains Geographic Information System (GIS) parcel geodatabase, Assessor Parcel Numbers (APNs) and official assessment maps, including verifying accuracy of data, rectifying spatial data, and integrating GIS parcel data with property records database; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate degree in geography, GIS, surveying, cartography or a closely related field AND two years of full-time experience with spatial data and the maintenance of a GIS database; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist other departments, outside vendors, and the public with mapping inquiries and obtaining various parcel information by researching and compiling parcel materials and maps.

Create, rectify, manipulate, and maintain highly accurate spatial data in the GIS parcel fabric through the utilization of ArcGIS, ArcSDE, GIS coordinate geometry (COGO) software, and cadastral mapping principles and techniques.

Prepare new and update existing assessment maps using information from recorded documents and maps; assign and maintain Assessor parcel numbers; create final plots.

Create and maintain GIS layers outside the parcel fabric; verify the accuracy of GIS layers and constantly improve the spatial data by performing quality control checks.

Determine and execute the appropriate GIS processing tasks and adhere to strict editing methods to create and maintain multiple layers of topologically correct data in a complex data structure.

Write complex SQL queries to display and analyze spatial data; develop solutions and populate data attributes.

Provide guidance to department staff, including interpreting difficult property descriptions.

Verify, create, and maintain regional zoning information and create zoning maps for assessment purposes.

Integrate and sustain GIS functionality with the Assessor's computer assisted mass appraisal (CAMA) system; manage tasks and digital cadastral records between the GIS and CAMA system to keep them in sync; create and maintain parcel genealogy data in the GIS and incorporate into the CAMA system.

Design and prepare various cartographic products for presentation and analysis purposes for department staff, other departments, and the public.

Collect, analyze, and interpret property information and legal descriptions from multiple sources and databases to verify the accuracy of spatial data; convert CAD data into GIS format.

Assist with geodatabase maintenance.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Microsoft Office suite applications

GIS for County applications.

ESRI's ArcGIS software, parcel fabric and COGO (coordinate geometry).

Ability to:

Apply cadastral mapping principles and techniques.

Perform arithmetic and geometric calculations.

Read, interpret, and analyze property information and legal descriptions.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

GIS database software and systems.

Map projections and scales.

Principles and practices of cartography.

Ability to:

Plan and organize work to set priorities and deadlines.

Design and sequence processing tasks.

Identify characteristics of aerial imagery and interpret maps.

Use computer hardware, software, and peripherals.

Interpret and apply regulations, policies, and procedures.

Develop and deliver effective presentations to department staff, other departments, and the public.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, printers, plotters, scanners, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.