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## Position Description

Job Title	GIS Technician		
Division/Department	Production		
Location	Des Moines, Iowa		
Reports to	Project Manager		
Compensation	Type of position:	Hours 40 / week	
\$20.00 - \$24.00/hr	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt	
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt	
	<input type="checkbox"/> Contractor		
	<input type="checkbox"/> Intern		

## Overview

This entry-level position is responsible for: database entry; creation of the maps from various data sources; providing supportive data mapping and analysis upon request; providing support for other projects related to comprehensive planning. Qualifications include a Bachelor's Degree in Geography or similar field, or High School Education with 3 years work experience in GIS or CAD. Familiarity with Esri software. Primary duties include: performing skilled digital mapping involving preparation and maintenance of digital maps for clients, converting fielded map info into a digital format for use in GIS or CAD, managing data in such a way that historical records will reflect changes to client data, and providing supportive mapping data and analysis upon request. May require some outdoor work.

## Duties and Responsibilities

- Create, manage, and maintain new and existing GIS data and other land features in Esri based mapping system.
- Create, manage, and support existing GIS database systems.
- Update and maintain all assigned AutoCAD files.
- Use of Esri ArcGIS to digitize client data.
- Researching and confirming system data to assure accuracy, making all necessary edits and updates as needed.
- Creating presentation quality maps and plot them using large format plotting equipment or to digital formats.
- Creates, maintains and updates databases using GIS.
- Provides technical and administrative assistance for the Company's GIS program.
- Operation of GIS equipment, software, data, and products.

## Work Experience Requirements and Competencies

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The ideal candidate must have certain critical role experiences and be able to demonstrate the following competencies:

- Knowledge of mapping and business intelligence applications including Esri ArcGIS.
- Knowledge with GPS technology, data collection, and integration with GIS software.
- Knowledge of design techniques, tools, and principles involved in production of technical plans, blueprints, drawings, and models.
- Ability to read and use original materials necessary to support the project.
- Ability to coordinate multiple projects simultaneously.
- Ability to interpret and understand diverse sets of GIS data.
- Ability to interpret and understand software procedures manuals and instructions.
- Skill in interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos.
- Knowledge of principles and practices of file and records management.
- Skill in reading, understanding, interpreting and applying relevant rules, ordinances, codes and regulations.
- Skill in working within deadlines to complete projects and assignments.
- Skill in operating a personal computer utilizing a variety of specialized and standard software.
- Ability to work and communicate effectively with all staff.
- Ability to become familiar with industry specific terminology and symbology.
- Demonstrate strong computer knowledge through effective use of a personal computer including Microsoft Office applications. Able to learn company specific applications.
- Excellent written and verbal English communications skills.
- Able to effectively manage time and prioritize projects in order to meet established deadlines.
- Willingness to accept and follow directions.
- Self-motivated and able to work well independently and in team settings.
- Demonstrate strong attention to detail and basic analytical skills.
- Able to adhere to departmental and organization standards for data creation, management, and dissemination.

## Education Requirements

- Bachelor's Degree in Geography, GIS, or comparable education or
- Combination of 3 years work experience/education.

## Technical Requirements

- Converting spatial data to a variety of alternate platforms of GIS or CAD.
- Competent ability to use a personal computer and associated peripherals; general familiarity with Parcel & CAMA databases.
- Specific capability to operate ArcGIS Desktop/Pro software for manipulation of Cadastral data, maintaining such data, along with the ability to analyze data, prepare map products, and develop and maintain GIS data sets;
- ArcGIS experience including but not limited to setting up new datasets, general editing, heads up digitizing over imagery, .mxd project creation, use and manipulation of geodatabases.
- Ability to use telephone, copy machine, printers, scanning devices, calculator and general office equipment

## Environmental Factors and Conditions/Physical Requirements

- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement;
- Remain in a sitting position for extended periods of time;
- Perceive color as defined by the Inter Society Color Council-National Bureau of Standards system or an adaptation;
- May be required to gather data in the outdoors, walking, driving, and using mobile technology equipment