



GRAND TRAVERSE COUNTY, MI GIS TECHNICIAN JOB DESCRIPTION

Title:	GIS Technician
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GENERAL SUMMARY

Primary functions of the job are to develop, update, and maintain property descriptions and maps of County properties using Geographic Information Systems (GIS), as well as to provide related information and assistance to internal and external customers. Employees in this job have no formal supervisory role; however, incumbents work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in his/her own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Researches descriptions, identifies and corrects problems in descriptions and keeps inter-related departments and township officials informed.
- Creates tax maps for departmental and County use. Researches and recommends ways to improve the tax mapping process.
- Maintains database and keeps information current.
- Updates and creates GIS layers related to the Equalization tax mapping projects and readjusts or corrects parcel layers to fit the County's framework, scanning in and georectifying subdivision plats for digitizing, researching discrepancies through deeds and surveys.
- Gathers and verifies field data for utilization in mapping applications, the 911 system, and other parties who have an interest in accurate location of address points and other point features.
- Prints map books, ensuring compliance with standardized formats.
- Verifies deed descriptions to allow recording of document and to determine tax identification numbers in order to certify currency of tax payments.
- Certifies land descriptions for the Register of Deeds and Treasurer's Office, verifying land descriptions and parcel numbers.
- Produces blueprints and map products for county departments, townships and the public.
- Provides information and assistance to other County employees and the general public concerning County maps and property.
- Digitizes current building locations from aerials.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High school graduation or G.E.D. and completion of certified technical training, including course work in geography, urban planning, computer science, engineering or cartography
- Bachelor's Degree preferred
- Three months to one year of experience in computerized mapping and Geographic Information Systems (GIS) applications, as well as work with dBase and/or Microsoft Access and property descriptions desirable
- Two years' experience directly related to the job may substitute for the two year college course work requirement, if there is demonstrated knowledge, ability and skills to perform the work



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CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

Compared to the GIS Analyst classification, work is less complex and requires less education and experience.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Basic knowledge of Geographic Information Systems and real estate terms.
- Knowledge of the principles, methods, and techniques of map creation, land descriptions, parcel numbers, and related concepts.
- Knowledge and ability to use a personal computer to prepare maps, enter and maintain data, create maps and reports, and search for and compile data.
- Interpersonal skills necessary to work courteously and effectively with other employees and the public.
- Skill in operation of modern office equipment such as personal computers, facsimiles, copiers, scanners, and telephones.
- Ability to understand and interpret property descriptions and plat maps.
- Ability to work independently.
- Ability to think analytically, detect errors, determine causes, and make corrections.
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.



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