



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** GIS Technician II                      **NEW:**                       **REVISED:**    
(Please check one)

**REPORTS TO:** Director, Resource Management                      **FLSA:** Non-exempt                      **DATE:** 01/2021

**DEPARTMENT:** Resource Management and Road & Bridge                      **JOB CODE:** 300

**SUMMARY:**

Manages the capture of all data related to road maintenance and design activities for the Boone County Resource Management/Road and Bridge Departments. Responsible for the maintenance of GIS and asset management resources supporting Resource Management/Road and Bridge activities. Creates and updates specialized map products related to road maintenance and design projects for Resource Management/Road and Bridge staff. Designs and produces reports which provide Resource Management/Road and Bridge departments with the information needed to prioritize, plan and implement budgets and work plans to most efficiently utilize resources. Contributes to content and provides maintenance of social media outlets, providing information and accountability to the public. Provides software and GIS support to staff as well as general technical training/assistance.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Creates and maintains the Department’s asset management/inventory and internal cost accounting database using Cartegraph software in conjunction with ESRI mapping products.

Assists with field assessments of County’s assets (roadways and drainage structures). Manages the captured data to ensure an accurate and current analysis of the condition of the County’s transportation system assets.

Designs and produces reports and maps which provide County decision makers with the information needed to prioritize, plan and implement budgets and work plans which most efficiently utilize County resources.

Provide technical support to field and office staff as they input, access and utilize spatial data in various software systems including Cartegraph, Fleet, GIS, AS400 and RVI. Train users on software and/or hardware. Write instructions to guide department staff during data entry and report generation. Analyze and review cost accounting/activity reporting programs to provide data needed to increase operating efficiency.

Use technical skills and knowledge to design the capture, processing and output of spatial data for prioritizing and implementing budgets and work plans. Provide regular reports to staff on activities and expenditures, with comparative data when appropriate. Create, update and maintain GIS data layers within the County's GIS databases.

Manage user roles and permissions; assist with hardware and software upgrades, installations and user support for Cartegraph. Provide assistance in developing procedures and format design for data collection to capture the most relevant information, while minimizing the administrative burden on field operations staff.

Provide administrative support to the Public Works office by answering phones, assisting customers, organizing and maintaining files, and reviewing and reconciling budgets.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Advanced knowledge of business and expert command of the English language.
2. Basic knowledge of engineering and planning principles, practices, and methods.
3. Advanced knowledge of office administrative procedures and use and operation of standard office equipment.
4. Advanced knowledge of digitizing and data manipulation procedures for geographic information systems.
5. Advanced ability to gather and summarize data for reports, design reports and apply appropriate filters, find solutions to various administrative problems, and prioritize work.
6. Advanced attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
7. Advanced ability to establish and maintain effective working relationships with other County employees and the general public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Some field work is required. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at

waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet; walking over slippery and uneven terrain and embankments.

**WORK ENVIRONMENT:**

This job operates in a professional office environment with some work occurring in the field. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities. This position may attend meetings outside of regular working hours.

**MINIMUM QUALIFICATIONS:**

Associates degree with related coursework in GIS, database management or computer science with at least one year of related experience; or equivalent combination of education and experience. Strong technical and communication skills required. Prefer familiarity with ESRI ArcGIS and Microsoft Office programs and analytical ability required to gather and summarize data. Prefer Cartegraph experience and/or asset management experience. Boone County will strongly encourage and support obtaining and maintaining a Part 107 license to operate a drone. Must possess a current Missouri driver's license and pass a criminal background check.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*