



Job Code: 0056  
FLSA: NE  
Unit: PCEA  
Revised:

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## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II**

### **DEFINITION**

This position is an advanced technical position with the General Services Department, Information Services/GIS Division. The Geographic Information Systems Technician (GIS) II is distinguished from the Tech I level by the advanced working knowledge of ESRI GIS applications such as ArcInfo, Arc View, SDE ArcIMS and MapObjects. The GIS Technician II should also possess additional programming skills in Visual Basic and Java, as well as administration skills in RDBMS, Microsoft Windows NT and Unix operating systems.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Geographic Information Systems Coordinator. Exercises no supervisory responsibilities over employees. May direct the activities of part-time employees.

### **TYPICAL DUTIES**

1. Perform management and administration of geospatial data, including integration and maintenance of commonly used GIS data within a shared enterprise GIS database.
2. Provide technical support and guidance to other City departments in GIS database design, connectivity, access, and quality assurance.
3. Prepares, collects, organizes and inputs data to maintain and enhance the GIS database for all geospatial data.
4. Integrates hardware (PDAs, GPS, servers, etc.) with GIS software and development of interfaces between GIS and other City applications according to standard IS methodologies.
5. Respond to customer requests for geographic information.
6. Provide intermediate administration of the Unix and Windows NT based operating systems, including data security, hardware problem identification, configurations, system updates, and documentation.
7. Provide intermediate administration and support to City database systems, including deficiency correction in databases, problem resolutions, data integrity, and documentation.
8. Assist with end-user and backshop system support within Information Services, when needed and/or as requested.
9. Prepares engineering drawings and maps, and standard detail drawings with use of GIS or CAD system.
10. Aids City staff in production of standard and customized maps or plots.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Geographic Information Systems (GIS) and Computer Aided Drafting (CAD) concepts, analytical techniques, and computer mapping.
2. Basic principles and practices associated with Public Works projects and civil engineering.

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3. Data processing terminology, applications and capacities.
4. RDBMS database administration, and SQL programming.
5. Basic Local and Wide Area Networking (LAN & WAN) concepts and principles.
6. General knowledge and skill in operating tabular and graphic display and output devices associated with GIS.
7. Advanced knowledge of ESRI GIS applications.

**Skill to:**

1. Read and interpret engineering drawings and sketches.
2. Digitize engineering drawings and plans.
3. Compile, organize and input engineering data in GIS application.
4. Input data into a relational database management system.
5. Program and use Visual Basic.
6. Administer relational databases.
7. Administer Unix and Windows NT operating systems
8. Communicate technical information both orally and in writing.
9. Respond to GIS needs of general public, interested parties, and requesting agencies.
10. Comprehend technical specifications for computer aided/automated cartographic products.
11. Perform work in a neat and accurate manner.
12. Establish and maintain working relationships with employees, colleagues, government officials, the general public, and members of the professional community.

**Education and Experience:**

Any combination of education and experience that would result in the knowledge, skills and abilities required of this position. A typical way to obtain the required knowledge, skill and ability would be graduation from an accredited college/university with an AA degree in computer science, management information systems or closely related field, and two to three years of progressively responsible experience in cartography, mechanical drawing, civil engineering or drafting.

**Other Requirements:**

1. Ability to speak English clearly and to be understood by others.
2. Ability to move within an office setting to include: standing, bending, stooping and reaching overhead to store and retrieve books, manuals.
3. Ability to sit at a desk for extended periods of time.
4. Ability to see adequately to read computer screens in green, orange and color monitors.
5. Ability to hold/manipulate equipment to include: pen/pencil, computer keyboard, small tools, and computer mouse.