

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB TITLE: GIS Technician

DEPARTMENT: Public Works, Planning Division, GIS, City of Sheridan

JOB SUMMARY: This position is responsible for performing technical duties in the development and maintenance of spatial and cartographic information.

MAJOR DUTIES:

- o Updates and creates GIS data used by city personnel.
- o Creates new data as needed using available data sources and resources.
- o Performs short- and long-term special projects as needed by city staff.
- o Answers zoning questions for city staff and the general public.
- o Uses basic survey equipment and GPS equipment to perform data checks in the field and gather information for data layers.
- o Performs site surveys for utility locations.
- o Communicates with public and private individuals on GIS-related issues, including address verification, water and sewer line location, and road names.
- o Performs the duties of the GIS Coordinator in his or her absence.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of GIS concepts.
- o Knowledge of program languages used by GIS, Avenue, AML, Visual BASIC, Cartograph, and scripting software.
- o Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- o Skill in the use of computers with advanced GIS capabilities.

- o Skill in the use of surveying and GIS equipment.
- o Skill in planning, organization, and decision making.
- o Skill in public speaking and public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The GIS Coordinator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include city ordinances pertaining to zoning, subdivision plats, state statutes, and federal guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical GIS duties. The need to incorporate old data contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to develop and administer GIS data. Successful performance helps ensure accurate geographic data for city projects.

PERSONAL CONTACTS: Contacts are typically with engineers, police officers, fire personnel, county officials, state officials, business owners, federal officials, surveyors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting a desk or table or while intermittently standing, stooping, or walking. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors, where the employee may be exposed to cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- o Possession of or ability to readily obtain a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.

The City of Sheridan is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.