

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **GIS TECHNICIAN - ENHANCED 9-1-1**

Spec No. 3386

### **BASIC FUNCTION**

To perform routine to moderately complex technical work in the creation, maintenance or retrieval of data from the county's geographic information system (GIS) for Enhanced 9-1-1 Office projects using GIS standards and methodologies.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Conducts research and data collection; interprets plans, photos and maps; and interprets legal descriptions as required.
2. Prepares maps and reports for conversion of data from manually maintained form to digitally maintained form, including drafting as required.
3. Digitizes map data, including keying or coding of data and typing of tabular data, for insertion into the GIS database.
4. Creates, composes, modifies and edits GIS spatial and attribute data according to prescribed specifications and procedures.
5. Prepares check plots, maps, reports, exhibits or graphic displays as assigned.
6. Operates computer graphics input and output equipment as required.
7. Prepares software macros as required, documents procedures, and maintains records of completed assignments.
8. Operates workstations, plotters, printers, GPS equipment, scanners, and digital cameras as may be required for GIS development and implementation.
9. Designs letters, forms, charts, exhibits or graphic displays and presentation materials for the Enhanced 9-1-1 Office.

### **STATEMENT OF OTHER JOB DUTIES**

10. May perform job duties in absence of the Emergency Services Program Coordinator.
11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Completion of two (2) years of college or a technical school program in GIS, automated mapping, geography or cartography and one (1) year of experience working with GIS or automated mapping and legal descriptions; and use of email, calendar, word processing, spreadsheet, and database software applications; OR, any equivalent combination of training and/or experience that

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### MINIMUM QUALIFICATIONS (Continued)

provides the required knowledge and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Demonstrated knowledge and experience in using ESRI GIS products is required. Experience that includes responsible work in implementation of addressing protocols may be preferred. Knowledge of county road grid system, annexations, National Emergency Number Association (NENA) and Postal addressing standards, emergency call operations, and Enhanced 9-1-1 service concepts may be preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- local government mapping requirements and standards;
- GIS concepts and automated mapping procedures;
- computer mapping hardware capabilities and operations;
- cartographic principles and mapping procedures;
- standard quality assurance and quality control practices and procedures;
- general office practices, procedures and policies;
- the use of computer technology;
- basic math, including the ability to add, subtract, multiply, divide and compute percentages.

Ability to:

- interpret maps and property legal descriptions;
- use GIS hardware and software to input, manipulate or edit geographic data;
- use GIS hardware and software to produce maps and reports;
- maintain a high degree of accuracy with detailed information;
- work under pressure and cope with interruptions;
- independently solve problems, organize work load and assume responsibility for meeting deadlines;
- understand technical manuals and follow established procedures;
- maintain confidential information;
- maintain required records and prepare necessary reports;
- communicate effectively both orally and in writing;
- effectively function as a team member;
- establish and maintain effective work relationships with clients, peers, vendors, associates, superiors and the general public.

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#### **SUPERVISION**

Employees receive general supervision from a technical supervisor or manager. Assignments are given indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be checked to assure adherence to instructions and conformance with established quality assurance or quality control standards.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment with occasional trips to locations throughout the county, as well as possible trips for meetings, training or conferences in or out of state, for the purpose of business program support. Employees are on-call during off duty hours and are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 2012  
EEO Category: 3 - Technicians  
Pay Grade: 235 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous