

# SNOHOMISH COUNTY JOB DESCRIPTION

## GIS TECHNICIAN

Spec No. 3407

### BASIC FUNCTION

Performs and supports a variety of routine Geographic Information Systems (GIS) functions to include: analysis, processing, application design, development, and testing of GIS software, hardware, and geospatial data management systems.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Generates GIS products including maps, geo-datasets, graphics, displays, tables, and reports; uses GIS software to enter, edit and update GIS data, including points, lines, polygons, and attribute data following standard procedures.
2. Researches and responds to requests for information; creates standard maps while meeting specific customer requirements.
3. Uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data.
4. Converts spatial data among coordinate and projection systems; exports maps into standard non-GIS file formats; and participates in product testing.
5. Reviews source documents and other records to verify the completeness of data prior to input; performs quality-control checks to ensure accuracy and completeness of data.
6. Operates GIS equipment, including large format printers, storage media, and viewing devices.
7. Assists with updating, revising, designing, and maintenance of maps, surveys, plats, legal descriptions, codes, decisions, and reports; supports the interpretation and digitation of remotely sensed data, aerial photography, and satellite imagery.
8. Researches and collects data from county and non-county sources for applications, products, and services.

### STATEMENT OF OTHER DUTIES

9. May use coordinate geometry to establish features along parcels, easements, and other boundaries.
10. May collect field data using a Global Positioning System (GPS) or other equipment as needed.
11. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Associate's Degree in GIS, geography, computer science, engineering, planning, natural resources or related field; OR two (2) years of GIS or automated mapping experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's license may be required in some divisions 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 drafting procedures
- scientific research and data collection techniques

Ability to:

- use GIS hardware and software to input, manipulate or edit geographic data
- use GIS hardware and software to produce maps and reports
- manually prepare or edit maps for digitizing
- independently solve problems, organize workloads, and responsibility for meet deadlines
- understand technical manuals and follow established procedures
- maintain required records and prepare necessary reports
- effectively function as a team member
- establish and maintain effective work relationships with clients, peers, vendors, associates, superiors and the general public

### SUPERVISION

Employees receive supervision from a supervisor or manager, while team members provide guidance. 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 when relevant. Work may be checked to assure adherence to instructions and conformance with established departmental policies, procedures, and quality assurance standards.

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### WORKING CONDITIONS

The work is performed in an office environment with some field trips to locations throughout the county for the purpose of data collection, quality control, and to increase understanding of projects. Prepares for and provides GIS support during emergency situations including floods, earthquakes, and storms.

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: February 2017  
Previous Spec No. 430435, 3085, 3247  
EEO Category: 3 - Technician  
Pay Grade: 236 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous