City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Geographic Information System (GIS) Technician I, II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>GST1, GST2</td>
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<tr>
<td>Pay Grade:</td>
<td>14, 16</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-exempt</td>
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</tbody>
</table>

**General Summary:** This position is responsible for creating and maintaining GIS maps, databases, and metadata. This role also provides support to GIS users and customers.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**GIS Technician I**

- Creates, edits and maintains GIS data while assuring quality control.
- Performs map layout and production for staff and the public.
- Prepares and translates data for use in the GIS and by customers.
- Provides technical support to City and County staff.
- Collects and field checks GIS data using Global Positioning System (GPS) receivers and maps.

**GIS Technician II**

- Designs and implements map layers for assigned GIS projects.
- Automates GIS processes using GIS scripting languages.
- Designs and implements GPS data collection projects.

**Qualifications:**

**Education and/or Experience:**

**GIS Technician I:** Bachelor’s degree from a four-year college or university in geography, GIS, or related field and two years of progressively responsible experience in the operation of geographic information systems using ArcGIS software; or an Associate’s degree in geography, GIS, or a related field and three years of progressively responsible GIS experience in the operation of geographic information systems using ArcGIS software.

**GIS Technician II:** Bachelor's degree from a four-year college or university in geography, GIS, or related field and four years of progressively responsible experience in the operation of geographic information systems using ArcGIS software; or an Associate’s degree in geography, GIS, or a related field and five years of progressively responsible GIS experience in the operation of geographic information systems using ArcGIS software.
**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal City office environment but the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.