The Maryland-National Capital Park and Planning Commission

TITLE: GIS Specialist GRADE: 20 DATE: 8/26/2020 SERIES: Information Technology CODE: 1358 EEO: Professional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs entry level geographic information system (GIS) duties and responsibilities, which includes work in mapping and data analysis, data administration, data production, data management and technical assistance/end-user support; and administers one or more geospatial databases that requires entry level geospatial analytical skills. Some work is confidential. Work has important impact on the accuracy, timeliness, reliability and procedural compliance of a range of work products. Applies knowledge of GIS in conjunction with knowledge of information technology (IT) and information system (IS) network and system architectures, data mining, data quality assurance (QA) and data quality control (QC) and programming languages. Independently performs various types of analyses and solves conventional problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Assignments are made in terms of requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted methods and practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), and brings uncommon problems to the supervisor's attention for guidance or resolution. The work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties (Estimated Percentages):

- 1. Core Functions ($\pm 70\%$) assigned functions vary by position
 - <u>Mapping and Analysis</u>. Provides spatial analytical decision documents, in print and on dynamic web maps. Utilizes existing data resources in support of customer projects requests. Coordinates with higher-level GIS Specialists. Uses mapping standards and attributions of the department.
 - <u>Database Administration</u>. Provides database design, implementation and maintenance of spatial databases. Documents database metadata, backup and archive procedures. Applies database structures in appropriate software that meets the specified job requirements.
 - <u>Data Production</u>. Creates geographic map layers based on internal and external requirements. Maintains connectivity between geographic datasets and disparate management systems.
 - <u>Data Management</u>. Produces and extracts data and evaluates data purchases. Generates digital data for (i.e. government agencies, educational institutions, businesses and citizens). Documents baseline geospatial metadata.

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• <u>Technical Assistance/End-User Support</u>. Provides technical assistance and basic support to staff and end-users regarding information systems of unit. Assists with resolving technical problems with software developers. Assists in providing formal system application training to staff and end-users.

2. Other ($\pm 30\%$).

- Recommends geospatial standards. Assists in maintaining and documenting existing GIS hardware and software used by reviewing technical manuals, attending training classes, and utilizing other sources of information, as appropriate. May participate in documenting techniques for entering and manipulating geospatial data.
- Collaborates with staff and management in the accomplishment of goals and objectives. Works closely with internal and external geospatial users.
- Performs data conversion and maintenance in the production of geospatial data.
- Produces internal and external requests for high quality and cartographically correct custom maps (e.g. hardcopy, PDF, web) and digital reports. Submits project status reports.
- Drafts communication to management, users, contractors and customers; may present work programs at meetings.
- Uses non-geospatial databases (i.e. Microsoft Access and Excel) software to populate or process geospatial databases and uses document management systems; i.e. Enterprise Asset Management (EAM).
- Builds knowledge and skills by remaining informed of the field of work and associated guidelines, materials, methods, techniques and practices.

Important Worker Characteristics:

A. Knowledge of, and skill in applying (1) the principles, standards, practices, and techniques of GIS technology (including geocoding, layering and mapping techniques, ArcGIS, GISPro, GIS database administration and GIS desktop and web applications development); (2) IT/IS network and system architectures; data mining, data QA/QC, web development and application programming; (3) land records (such as deeds, plats, property boundaries and assessor data) and cartography; (4) Commission organization policies and procedures.*

B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) required to solve a problem.

^{*}Typically acquired or fully developed primarily after employment in this job class.

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- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express information so that others will understand. This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results including agreement or compliance.
- D. Interpersonal skills to interact effectively with internal and external customers in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer and modern office suite software (i.e. Microsoft Office) for planning/scheduling, communicating, entering/manipulating data, word processing, spreadsheet, researching (i.e. Internet), and enterprise software or specialized software for providing geospatial products and services, reporting time and attendance, budgeting, requisitioning and performing other functions.

Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Geography, Remote Sensing, Computer Science, Information Technology, Photogrammetry, Cartography, Surveying or any related field.
- 2. One (1) year of experience in mapping, data analysis, data administration, data production, data management or technical end-user support.
- 3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
- 4. Depending on area of assignment, a valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Work is performed in an office setting. Work is performed in an environment with moderate pressure to meet deadlines and perform accurate work. May require occasional overtime, afterhours, weekend or on-call work.