

City of Dallas
Classification Specification

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|---------------------------|---|---------------------|-----------------|
| Title: | Geographic Information System Support Technician | Class Code: | 36534 |
| Application: | Career Series | Pay Grade: | E |
| Supplemental/Code: | Technical/3 | Established: | 10/01/94 |
| FLSA Status: | Non-exempt | Revised: | 01/01/09 |

Position Purpose:

Provides mapping, graphics, and ownership research services utilizing the City's Geographic Information System (GIS) to support departmental processes

Essential Functions:

1. Creates graphs and maps for docket agendas, City Plan Commission, City Council, Board of Adjustments, other city departments, and public sector agencies; provides copies of existing maps as requested.
2. Researches property ownership for zoning, Board of Adjustment, and City Plan Commission to meet state-mandated ownership notification requirements.
3. Maintains a database on all zoning and board cases as mandated by the State of Texas; runs programs to extract information from the database to provide customized data in response to requests from management and the public.
4. Operates several graphics machines, kroy, binder, cameras, reflecting-projector, blue line, and xerox to complete projects.
5. Assists the general public, city employees, private sector companies, and government agencies in the use of maps, plats, files, and other records to provide quality customer service.
6. Conducts on-site land use surveys to provide information on current conditions for use by various City staff or outside agencies.
7. Takes photographs to document current conditions and enhance information included in presentations.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of graphics and mapping techniques and procedures.

Knowledge of GIS applications for mapping, notification, and zoning uses.

Knowledge of basic photography.

Knowledge of various software for use in graphics and mapping projects.

Basic knowledge of City of Dallas zoning ordinances.

Ability to make field observations.

Ability to operate reproduction equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work in an office and in the field; requires lifting and carrying of boxes. Exposed to chemicals used in reproduction equipment and photography.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.