

**City of Sallisaw
Job Description**

Job Title: GIS Mapping Technician

Exempt (Y/N): No

Department: Building Development

Date: August 2011

Reports To: Building Development Director

SUMMARY:

Incumbent is responsible for updating city maps and data records for use by city employees and/or outside entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following. Other duties may be assigned.

1. Provides technical and administrative assistance to the City of Sallisaw GIS Program.
2. Collects survey field data.
3. Assists in the design, development and creation of databases, maps and other related projects.
4. Maintains all maps and related mapping databases on a routine basis. To include, but not limited to, streets, municipal utility services, fiber lines, subdivisions, city owned property, survey work, zoning and annexation or, any and all information pertaining to repair of infrastructure maintained by the City of Sallisaw.
5. Attends meetings, conferences, workshops and continuing education as required.
6. Recommend, use and maintain applicable software and equipment necessary; to include, but not limited to, CADD, Arcview, Tremble GPS, or other related software and equipment.
7. Project management (ability to accept a project independently and in a team work environment, design methodology to complete project and produce final product(s)).

8. Assists other departments and general public by providing data, products and services
9. Create and edit construction drawings for city projects
10. Locate points in the field to mark for grading and construction
11. Assign new addresses and coordinate with county 911 to make changes to existing addresses and street names. Create work orders for all necessary departments incorporate changes.
12. Performs other related duties as assigned by Building Development Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required.

MINIMUM EDUCATION and/or EXPERIENCE:

Must have high school diploma or GED. Advanced GIS Certificate program; Associate's Degree in GIS/GPS Mapping Technology or equivalent from an accredited two-year college or university; 4 years verifiable related experience and/or training, or equivalent combination of education and experience with advanced computer software.

LANGUAGE SKILLS:

The ability to read, analyze and interpret common scientific and technical journals and legal documents. Must be able to effectively present information to management, public groups and various Boards.

INTERNAL AND EXTERNAL COMMUNICATION:

Communication with other city departments, Engineers, Architects, public and/or Surveyors either in person, by phone or other electronic communication may be necessary. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

MATHEMATICAL SKILLS:

The ability to work fundamental geometry, trigonometry, fractions, percentages, ratios, and proportions to practical situations as related to GIS mapping.

