

METRO

Classification Description

Title: Assistant GIS Specialist

Bargaining Unit: AFSCME 3580

Job Code: 6009

Established: 2007

Pay Range: 16

Revised:

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of entry-level professional data management and application development duties to support Metro departments, other jurisdictions, and the public with maps, economic data, and land-use data under direct supervision.

Supervision Received:

A higher level GIS Specialist provides lead direction. Supervision is provided by a Supervisor or Manager.

Supervision Exercised:

None.

Distinguishing Features:

The Assistant GIS Specialist classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant GIS Specialist classification is the first level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks an employee in this classification may be expected to perform.

1. Assists in development of GIS applications for desktop or web-based customers.
2. Uses quality control applications and procedures. Follows procedures to assure data integrity.
3. Produces standard and custom maps or economic reports for Metro staff, other jurisdictions, and the public.
4. Liaise between Metro administrative and technical staff, contractors, consultants, and the public to provide and gather information.

METRO

Classification Description

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in Land Use Planning, Geography, Computer Science, Economics or a related field, and one year related experience; or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Basic knowledge of Geographic Information Systems
2. Basic knowledge of mathematics including statistics and quantitative and qualitative analyses
3. Basic knowledge of computer programs used to map, or to analyze specific physical or biological information
4. Basic Knowledge of web/internet technology
5. Ability to show tact when working in difficult situations with members of the public
6. Ability to communicate verbally and in writing with a variety of people to answer questions and explain information

Advancement Criteria:

Advancement from the Assistant GIS Specialist classification to the Associate GIS Specialist classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Associate-level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, two (2) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.
3. Incumbent must demonstrate the ability to perform all the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).

METRO Classification Description

6. Incumbent must have completed a Metro-approved Project Management course.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment. This position requires talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing ability. It may also require the ability to lift or carry up to 10 pounds. Incumbents in this position are required to attend offsite meetings during and after normal work hours.