

METRO

Classification Description

Title: Associate GIS Specialist

Job Code: 6013

Pay Range: 18

FLSA Status: Exempt, Professional Learned

Bargaining Unit: AFCSME 3580

Established: 2007

Revised:

Classification Summary:

Perform a variety of moderately complex 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 general supervision.

Supervision Received:

Supervision is provided by a Supervisor or Manager.

Supervision Exercised:

May lead the work of lower level staff.

Distinguishing Features:

The Associate GIS Specialist classification is distinguished from the Assistant GIS Specialist classification by the ability to function more independently and perform more complex planning tasks. The Associate GIS Specialist classification is the second 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. Develops GIS applications for desktop or web-based customers.
2. Develops 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. Assists with evaluation and development of policies and procedures.
5. Functions as a liaison between Metro administrative and technical staff, contractors, consultants, and the public to provide and gather information.
6. May assist in training new staff in area of specialty.

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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 two years 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. Knowledge of Geographic Information Systems
2. 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. 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 Associate GIS Specialist classification to the Senior GIS Specialist classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify there is a need for incumbent to perform Senior 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 Associate level classification. However, three (3) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Associate level classification to the Senior level classification.
3. Incumbent must demonstrate the ability to perform all the duties in the Senior 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.

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5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).
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.