



## POSITION DESCRIPTION

### Government Services GIS Assistant

#### GIS Assistant

EMPLOYEE NAME:

Position Title: GIS Assistant

Classification/Salary Range: GIS Associate / EA Range 18

Division/Program: Government Services / GIS

Reports to: Program Manager

FLSA Status: Not exempt; eligible for overtime

Representation: Employees Association

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

#### Position Purpose

The position provides GIS support on a variety of projects and contributes to the maintenance of the Regional Land Information Database (RLID) as well as other datasets.

**Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

#### Position Essential Functions

Creates, updates, and edits GIS data layers including linear networks, boundary files, structures, and other data layers and attributes as needed; adjusts and/or rectifies existing spatial data to conform to more accurate control network.

Performs database analyses, interpretation and automation, and inputs data to appropriate database systems. This includes responsibility for resolving

conflicting data source issues and finding missing and updated data through research and analysis. Assists in the development of data documentation and data maintenance procedures in support of RLID and other database systems.

Performs field verification of information as well as a variety of data collection, interpretation, organization, and quality assurance services.

Checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria.

Provides support for general data and mapping needs.

### **Other Duties of Position**

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Provides back-up support to other positions in case of absence or during periods of heavy workloads.

Maintains a knowledge of regional GIS data and data maintenance procedures and keeps us on changes in guidelines and practices.

Provides technical assistance by maintaining a current knowledge of the GIS hardware and software environment.

Represents LCOG and local agencies at local committees and at meetings, functions, and trainings, if needed.

Regular and on-time attendance.

Plans and conducts special assignments as directed by the manager.

Other duties as assigned.

### **Minimum Qualifications**

Degree in an area of study that provides GIS-related education, such as Geography, Planning, Computer Science, Data Science, Geospatial Science, or other related field, and one year of progressively responsible experience in data

management; or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience and familiarity with various GIS data, software, plats, tax maps, building permits, and other programs desirable.

Possesses analytical abilities with proficiency working with spreadsheets and database reporting tools.

Excellent inter-personal skills and the ability to work with partner agencies as well as independently.

### **Signatures**

Employee signature and  
date \_\_\_\_\_

Manager signature and  
date \_\_\_\_\_

Human Resources signature and  
date \_\_\_\_\_