POSITION DESCRIPTION

Government Services
GIS Associate

GIS Associate
EMPLOYEE NAME: _____
Position Title: GIS Associate
Classification/Salary Range: GIS Associate / EA Range 21
Division/Program: Government Services / GIS
Reports to: Program Manager
FLSA Status: Exempt, Not 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 effective multi-jurisdictional coordination of regional GIS data maintenance, serves as project lead and contributor on smaller projects, and provides GIS support to a wide range of local jurisdictions, public safety agencies, utilities, regional transportation planning, and state and federal offices, as well as critical systems such as Computer Aided Dispatch (CAD) and the Regional Land Information Database (RLID).

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

Performs detailed systems analysis and design for assigned GIS projects; meets with users to discuss project; develops forms and procedures for data collection, methods of updating and error correction, functional program design, report

definitions and production control procedures; designs and codes programs, using a variety of programming techniques and languages.

Applies data reporting techniques to development of tabular reports and listings in response to requests from local agencies, businesses, and citizens and for ad hoc projects as required.

Coordinates information flow with local, state, federal, and private agencies as well as the public.

Coordinates information exchange and error processing with vendor and the Lane County Public Safety Answering Points (PSAPs).

May work to synchronize MSAG/Automatic Location Information (ALI) and GIS data sources in support of NextGen 911 planning.

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 and assistance to regional partner agencies when needed due to absence, periods of heavy workload, or other reasons.

Conducts training sessions for staff and users to share knowledge gained from vendor provided training or from professional experience.

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

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

Maintains a thorough knowledge of regional GIS and data maintenance procedures and keeps up on changes in guidelines and practices including adopted state and national address data standards.

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 three years 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.

Strong 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_____