



## JOB DESCRIPTION

Title: **GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST**  
Department: Information Technology  
Class Code: 3260  
FLSA Status: Non-Exempt  
Effective Date: March 9, 2018 (Rev. 02/2023)

### GENERAL PURPOSE

Under the general supervision of the GIS Supervisor independently completes mapping projects and data requests, maintains enterprise data, and generates new geospatial datasets. Uses ArcGIS software to identify and implement GIS solutions in support of various city departments, including Public Works, Community and Economic Development, and Public Safety.

### ESSENTIAL DUTIES

- Utilizes GIS software, spatial data, and data collection equipment to create maps, graphs, and figures and provides GIS support to all departments and groups in Murray City.
- Uses fundamental knowledge of Cartography to produce quality printed and digital maps for all groups and departments within Murray City.
- Participates regularly in field work such as GPS surveys, drone flights, site visits and other data collection tasks.
- Creates, maintains, and performs quality assurance and quality control on geographic datasets ensuring accuracy, completeness, and effectiveness of GIS data.
- Develops and maintains positive and constructive working relationships with City employees in various departments.
- Conducts training for city personnel on the use of GIS technologies, including desktop software, online mapping applications, and GPS data collection tools.
- Performs other job-related duties as required.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in geography, computer science, or closely related field is required.

#### Special Requirements

- Must possess a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Established knowledge of ArcGIS Desktop, ArcGIS Pro, Windows OS, and networking components, as well as a conceptual understanding of MS SQL Server.
- Ability to learn new GIS tools and analysis techniques in order to stay current on GIS technology.
- Basic knowledge of relational databases, joins and relates, and the ability to create simple SQL queries.
- Sound understanding of cartographic principles and map-making techniques.
- Ability to operate and troubleshoot desktop and laptop computers; mobile devices such as phones and tablets; copiers, printers, and plotters; and GPS equipment.
- Fundamental knowledge and understand of current GIS methodologies and practices, including the ability to employ such standards in carrying out essential job duties.
- Ability to facilitate interoperability between various systems and software such as ArcGIS, CityWorks, UtiliSync, MS Access, and others.
- Ability to operate GPS equipment.
- Ability to maintain positive and effective working relationships with the GIS Supervisor, city employees, and the public.
- Follow quality control procedures and techniques.

### **TOOLS & EQUIPMENT USED**

- Personal computer including word processing, spreadsheet and design software; various mobile devices, phone, copy and fax machine, GPS equipment, large format plotters, and other equipment pertaining to this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand, sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_