

**RESOLUTION NO. 2018-091**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB  
DESCRIPTION FOR A GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN IN  
THE DEVELOPMENT SERVICES DEPARTMENT**

**WHEREAS**, the Development Services organizational structure currently includes a Geographic Information System (GIS) Intern to provide GIS support for the City; and

**WHEREAS**, GIS technology is advancing and the City is growing which together place more demands on the City's GIS system and staff that operate the system; and

**WHEREAS**, staff has conducted an assessment of the needs of the City's engineering division and concluded that a full-time Geographic Information System Technician is necessary to support the City's needs for mapping, archiving, and data and asset management; and

**WHEREAS**, staff developed a new job description for the Geographic Information System Technician and consulted with the Rohnert Park Employees' Association (RPEA) regarding this position which will be placed in the RPEA unit; and


**WHEREAS**, RPEA had no objection to the job description, and

**WHEREAS**, staff recommends placing the Geographic Information System Technician in the RPEA salary range 74; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for the Geographic Information System Technician which is attached hereto as Exhibit "A" and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 26th day of June 2018.

**CITY OF ROHNERT PARK**

  
Pam Stafford, Mayor

**ATTEST:**

  
Caitlin Saldanha, Assistant City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Absent  
AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

**City of Rohnert Park**

**GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN**

**DEFINITION**

Performs a wide variety of functions that support the ongoing maintenance and dissemination of data and applications. Under general supervision, prepares, revises, and maintains a variety of maps and mapping related records, documents, and reports; creates, revises, manipulates, and maintains spatial database records in the computer based geographic information systems environment. Works with various municipal departments; provides spatial analysis under direction; and explains and interprets maps as requested to ensure that their needs for GIS Information are met on a day-to-day basis.

**DISTINGUISHING CHARACTERISTICS**

The GIS technician is a journey level single job classification. that is primarily responsible for data collection, maintenance and dissemination, rather than independent analysis. Analytical work is performed under direction and supervision.

**SUPERVISION RECEIVED/EXERCISED**

Supervision is provided by the Deputy City Engineer (Capital Projects). The GIS Technician will also receive general and project-specific direction from staff in the Development Services and Utilities Departments.

**ESSENTIAL JOB DUTIES**

The duties described below are representative but are not limited to those that must be met by an employee to successfully perform the essential functions of this job.

- Maintain and disseminate spatial data and generate maps, GIS Reports and other information products;
- Provide end-user support and technical services relating to Geographic Information System (GIS);
- Archive, maintain and create as-built municipal drawings using AutoCAD;
- Compile and organize GIS data from maps, databases and other sources; determine which geographic data are necessary to create and produces maps and related documents using GIS software and hardware;
- Assist in the maintenance of office reference files such as map records;
- Collect field data using using Global Positioning System (GPS) units;
- Input and edit of municipal infrastructure records on a regular basis;
- Conduct programmatic and manual analysis and create reports and thematic maps on the data within the GIS;
- Ensure that quality assurance on new or revised data conforms to City standards and any other applicable standard or policy;
- Convert, import and export data in and out of the GIS;
- Contribute to regular status reports, highlighting GIS issues requiring attention;

## Exhibit A to Resolution

- Prepare the layout and design of a variety of maps and graphics for land use, zoning, flood plains, watershed areas, demographic analysis, special districts, open space, etc.
- Create and document procedures and metadata definitions;
- Perform analysis of infrastructure asset data using ArcGIS, MS Access and regulatory and regional database and asset management systems;
- Perform research related to improvement plans, various agreements, and other permitting projects;
- Coordinate on the City's behalf with City of Santa Rosa and County of Sonoma on data transfer and upload.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

### **QUALIFICATIONS**

#### **Education/Training/Experience:**

Sufficient experience and education in planning that provides the required knowledge and abilities would be qualifying. A typical way of obtaining the required qualifications is:

- Minimum two-year College Degree in Geographic Information Systems, Computer Sciences, Engineering Technology, or equivalent;
- 2-5 years of experience and knowledge with GIS databases and editing using ESRI ArcGIS software;
- 2-5 years of experience in developing and maintaining GIS data and other GIS output products including use of ESRI software and Global Positioning System (GPS) units for data collection; and
- Thorough knowledge of CAD software as related to municipal infrastructure mapping.

#### **License**

Possession of a Class C California driver's license by date of appointment

#### **Knowledge of:**

- Geographic Information Systems (GIS); GIS software, such as ESRI software
- Basic concepts of geographic coordinate systems, spatial projections and application and conversion between differing systems
- Principles and practices of digitizing, data conversion, data management and cartography; geometry and trigonometry; relational database technology; currently used spreadsheet, word processing, scanning, presentation, database and computer assisted drafting software

## Exhibit A to Resolution

- Modern component-based GIS tools and methodology for municipal and utility GIS use cases
- Image editing, and visual layout software and concepts i.e. photo or raster file programs like Photoshop, GIMP, SID, basics of image file types (TIFF, JPG) and resolution concerns
- Remote sensing concepts and related analysis products and uses (LIDAR, satellite imagery etc.)
- Relational Database Management Systems such as SQL Server, SQL Server Management Studio, MS Access, and ArcGIS Enterprise Server
- Strong organizational, time management and interpersonal skills

### **Ability to:**

- Analyze spatial data in a municipal environment and translate client requirements into appropriate GIS reports and thematic maps; understand and conceptualize spatial data
- Understand and use Geographic Information System (GIS) software
- Learn to effectively prepare maps using the commonly accepted practices of cartography
- Update and manage computer file systems
- Install and perform software upgrades
- Work with moderate supervision and direction in the accomplishment of assigned duties
- Maintain city map-related records
- Work with the public in a courteous, responsive, efficient and effective manner
- Follow oral and written directions.
- Establish and maintain a cooperative working relationship with the public, representatives from public and private organizations, co-workers and supervisors and be a part of a positive work environment

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position requires grasping, repetitive hand movements, and fine coordination in writing reports, and using a computer key board. Additionally, the position requires near, far and color vision in reading maps, reports, using a computer, and looking at property; and hearing and speaking is required in communicating with individuals and groups. The need to lift, carry and push plans and file boxes weighing up to 25 pounds is required. The nature of the work requires field visits and making site reviews in all weather conditions including wet, hot, and cold. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, and occasionally work irregular or extended hours to meet deadlines.

Exhibit A to Resolution

**FLSA Status:** Non-Exempt  
**Employee Unit:** Rohnert Park Employees' Association (RPEA)  
**Approved By:**  
**Date Approved:**