



GIS ASSISTANT

DEFINITION

Under immediate supervision, performs a variety of clerical and technical work in support of the City's geographic information system (GIS) administration, including data collection, data analysis, and map creation; performs work related to maintaining the City's GIS database; assists in auditing GIS data for accuracy; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a temporary, part-time, at-will classification. Under immediate supervision, incumbents learn and perform routine computer-based and graphical support duties; become familiar with GIS map creation and maintenance; and the processes necessary to collect, interpret, and display GIS data. As experience is gained, assignments may become more varied, complex, and difficult. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Temporary employees typically work less than twenty-eight (28) hours per week, not to exceed 990 hours in a fiscal year (July 1st through June 30th). The expected duration of the employment is six (6) months or fewer, dependent on the needs of the City. Temporary employees are not eligible for benefits, excluding those benefits prescribed by law.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Updates and maintains the City's GIS databases according to established policies and procedures; corrects data and creates additional data sets integrated into GIS; updates digital layers and creates corresponding maps.
- Maintains links between the Parcel Viewer and external applications and data sources such as documents stored in the City's records management and retention system.
- Constructs new GIS features and edits current attributes.
- Performs quality-control checks in GIS data; reviews and resolves conflicts in data; evaluates relevance and completeness of data.
- Researches and compiles materials and maps; produces digital copies of City GIS data as requested.
- Conducts field reviews to assess all pertinent issues of assigned projects.
- Responds to GIS support requests submitted to the help desk management system.

- Collects and verifies data in the field using global positioning systems (GPS) and associated hardware or software.
- May participate on project teams and provide assistance to departments, clients, and the general public in obtaining information or maps.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of mapping, GPS, and satellite imaging.
- Basic principles, practices, and terminology of cartography, including describing geographic and topographic features.
- Basic automated mapping applications.
- Business arithmetic and basic statistical techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and interpret a variety of engineering plans, technical drawings, specifications, and subdivision maps, technical reports, and graphic materials.
- Read, understand, develop, manipulate, and analyze geographic information in a variety of data formats and projections.
- Perform effective cartographic design, layout, and production for a variety of different subject matters.
- Utilize GIS software programming functions, tools, and utilities to produce maps, tables, and reports.
- Identify and record accurate field observations.
- Interpret, apply, and explain policies and procedures.
- Compute accurate mathematical calculations.
- Maintain accurate records and files of work performed.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural,

and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Thirty (30) semester units from an accredited college or university in geography, GIS, civil engineering, drafting, surveying, mathematics, or a closely related field.

Experience with GIS applications is highly desirable.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 25 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	December 2023
Revised	N/A
FLSA	Non-Exempt
Salary Schedule	Temporary Positions