# GIS/CADD Operator

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 5/21**

**Job Summary:** Maintains GIS data, publishes and updates web maps, creates static maps and visualizations using GIS software including ESRI products; performs other duties as assigned.

**Essential Functions:**

1. Developing, maintaining, and updating GIS databases and performing regular maintenance tasks;
2. Capture GIS data in different formats using GPS, data recorders, imagery, and other means;
3. Catalog and inventory of GIS data, including metadata creation;
4. Reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data;
5. Manipulating internal and external GIS data to create information products to meet specific needs;
6. Create map layouts, views, and generate maps and reports;
7. Publishing and maintaining public GIS data and web maps;
8. Maintains compatibility of geographic data with state and county agencies;
9. Provides presentation graphics and exhibits for major documents;
10. Serving as initial point of contact on GIS and related matters;
11. Work with the public and other agencies to provide data to external users;
12. Train others in the use of new applications;
13. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Strong writing and communication skills with other staff and members of the public;
3. Basic knowledge of the principles, practices, techniques, and applications of GIS technologies;
4. Effective data management and mapping skills;
5. Ability to use and maintain relevant computer hardware/software (including ESRI and Office) and office equipment including plotters;
6. Excellent computer skills;
7. Strong critical thinking skills;
8. Effective time management skills.

**Education and Experience:**

1. Associates degree;
2. Two years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of up to 30 to 60 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date