

**CITY OF CHATTANOOGA**  
**Classification Specification Title: GIS Technician**

**Department: Technology Services**

**Pay Grade: GS.08**

**Supervision Received From: GIS System & Database Mgr.**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/2/25;**

**12/18/24; 10/20/23; 12/15/15**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for developing and maintaining the City's Geographic Information System (GIS) to facilitate research, planning, presentation, and reporting of information. Analyzes, plans, creates, manages and implements GIS applications. Provides technical assistance to citizens, design professionals, and City staff. Work is performed with limited supervision.

**SERIES LEVEL:** The GIS Technician is the first level of a five-level GIS position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Analyzes, manipulates and prepares reports from GIS applications.

Creates and updates maps and other cartographic products by gathering and reviewing data, copying data and entering data into the GIS system.

Posts work orders, map corrections, and new and modified information.

Creates and converts geographic and facilities data for inclusion into GIS.

Creates related metadata. Performs database administration by creating and revising tables.

Creates queries, forms and reports that contain a variety of information.

Provides support to users by troubleshooting and training users on GIS applications.

Assists users with printers, plotters, and copiers. Creates and maintains GIS layers in applicable databases.

Coordinates, develops, tests and modifies GIS applications for use by end-users, including entry/inquiry screens and print layouts.

Develops related system documentation and creates user guides.

Reviews and processes request associated with public works' fees; collects fees for plans, specifications and/or other related items.

Collects and verifies field data by conducting visual inspections of applicable sites.

Assists in providing information and assistance to customers regarding a variety of issues which may include supplying initial statistics to potential bidders on City contracts; inputting and communicating contract information to interested parties; coordinating appeal processes; responding to fee change requests; locating and issuing maps and/or performing other related activities.

Uses, carries and answers cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Duties also include photo/video editing work

**MINIMUM QUALIFICATIONS:** Associate's Degree with training emphasis in Geographic Information Systems, mapping, database design or other closely related field and one (1) year previous experience involving geographical information systems or relational databases; or any combination of equivalent experience and education. Experience editing video and photos.

**LICENSING AND CERTIFICATIONS:** Valid Driver's License.

**SUPPLEMENTAL INFORMATION:**

Knowledge of GIS concepts and analytical techniques including computerized mapping and digital data creation and conversion, manipulation and analysis; GIS database administration principles, methods and techniques, including quality control methods and practices; relational databases; cartographic principles as it relates to GIS and customer service principles.

Skill in creating and interpreting data models and interrelations; using a computer and related software applications; converting data to and from multiple platforms; reading a variety of technical maps, drawings, and other related items; understanding, using and applying database management systems, tools and techniques; collecting, interpreting and integrating relevant geographic data from multiple sources; preparing accurate GIS cartographic products; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.