LANCASTER COUNTY
COMPUTER AND GIS RECORDS ASSISTANT I

NATURE OF WORK

This is responsible entry-level technical work processing, integrating and maintaining geographic data, utilizing and learning to create and update computerized macros and producing simple to complex maps utilizing Geographic Information System (ArcGIS) technology.

Work involves learning to integrate, update and maintain GIS datasets and produce digital maps. Work also involves assisting in the development, implementation, modification, and maintenance of computer and GIS data processing systems; create and maintain simple custom ArcGIS applications; and developing special reports for agencies within City and County government, private citizens and community organizations. General supervision is received from an administrative superior with work being reviewed in the form of accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Integrate, update and maintain GIS datasets and produce simple to complex digital maps; assist in the development, implementation, modification and maintenance of computer and GIS data processing systems; assist in developing, establishing and implementing policy regarding computer data entry to ensure efficient data access and retrieval; create and maintain simple custom ArcGIS applications.

Analyze geographic, assessment and/or engineering data, records and statistics, assist in identifying appropriate GIS selection criteria and develop maps/images and special reports for agencies within City and County government, private citizens and community organizations; respond to inquiries concerning GIS related information; assist in the development and maintenance of a departmental web site.

Investigate and determine cause of problems with GIS computer software applications; research, recommend and test computer programs for departmental use; assist in developing and maintaining department's web site.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer systems, operating systems and computer hardware and software equipment used in geographic information systems and large database maintenance activities including PC and ArcGIS applications.

Knowledge of data management principles and practices employed in engineering, planning, or property assessment.

Knowledge of digital mapping techniques and procedures as related to the development, revision and interpretation of maps and cartographic materials utilizing ArcGIS technology.

Ability to write computer programs/queries to access information documented within multiple computer files or relational database systems.

Ability to utilize programming language in the development and maintenance of a departmental web site.

Ability to logically analyze computer system and programming problems and develop workable solutions.

Ability to perform mathematical and geometrical computations.

Ability to analyze legal descriptions, title abstracts and survey data.

Ability to establish and maintain effective working relationships with public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing including the ability to train and instruct others.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associate's Degree in computer science, planning, geography, drafting or related field including experience using ArcGIS software.

MINIMUM QUALIFICATIONS

Graduation from high school with six months of experience in computer science, planning, geography, drafting or related field including six months of experience using ArcGIS software; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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