



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I - II

DEFINITION: Under general supervision, performs increasingly responsible duties involving geographic information systems including installation, maintenance, support, and input of data.

REPORTS TO: Geographic Information Systems Analyst II

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the routine duties of the classification.
Grade Level II - Performs the full range of duties of the classification.

EXAMPLES OF DUTIES:

- Inputs graphic and non-graphic information into the geographic information system;
- Installs, maintains and supports hardware and software associated with geographic information systems;
- Configures operating systems software and hardware;
- Converts existing source documents into digital computer format;
- Verifies accuracy of input data;
- Develops computer programs to enhance and customize system capabilities;
- Interacts with vendors and user departments;
- Prepares reports;
- Maintains and modifies systems libraries and programs;
- May act in a lead capacity;
- May train system users;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education equivalent to a two-year degree in computer science, business administration, engineering, mathematics, or related field, and a minimum of one year of experience in a computer-aided design or mapping environment; up to two years of experience may be substituted for education requirements on a year-for-year basis.

OR

One year as an Engineering Aide, Engineering Technician or Systems Analyst with the City of Long Beach may be substituted for one year of experience in a computer-aided design or mapping environment.

Additional specific requirements are necessary for each position within the classification and may include one or all of the following areas:

Geographic Information Systems Technician I-II (continued)

1. Willingness to work occasional nights, weekends, holidays, and overtime as required.
2. A valid motor vehicle operator's license.

Ability to pass a security investigation.

HISTORY:

Established 07/01/91.

Approval/Adoption Dates: 10/11/91 - Human Resources Department
10/30/91 - Civil Service Commission