

**CITY OF BURIEN, WASHINGTON  
JOB ANNOUNCEMENT**

**Title:** GIS Technician

**Dept.** Finance – IT Division

**FLSA Status:** Temporary, FLSA Non-Exempt

**Reports to:** Systems & GIS Administrator

**Salary Grade:** 300

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

Under the direction of the Systems & GIS Administrator, the GIS Technician will provide mapping and analysis services to the City of Burien’s internal and external clients.

**Essential Functions**

- Supports and models the identified vision, values, and behaviors of the organization.
- Contributes to the development of project ideas and plans.
- Creates, updates, and maintains GIS datasets using ArcGIS.
- Creates simple maps using ArcGIS.
- Documents project methods, schedules, and status.
- Loads paper and print cartridges on plotters.
- Attend and participate in team meetings.
- Meets with City staff to understand mapping and data needs.
- Assists in GPS data collection and inventories of City owned assets and facilities.
- Assists with quality assurance and quality control for GIS/CAD projects.
- Performs other duties as assigned.

**Secondary Functions**

- Conducts research, analysis, surveys, and prepares staff reports on a variety of special projects.
- Provides technical training, guidance, and support for City staff.

**Job Scope**

Position involves a high degree of complexity with recurring work situations with occasional variations from the norm. The incumbent will operate from established and well known procedures under a moderately high level of supervision.

**Interpersonal Contacts:**

Contacts are normally made with staff from other departments within the organization.

**Specific Job Skills**

Knowledge of

- Excellent understanding of GIS concepts, terminology, databases, map creation and analysis.
- Database concepts.
- Methods/techniques for collection, compilation and analysis of data.
- Research methods and procedures.
- Report writing techniques.
- Good analytical and problem solving techniques.

## Ability to

- Operate a variety of computer equipment, using word processing, and spreadsheet software to manipulate data and to prepare reports.
- Perform research, interpret data and accurately analyze problem situations and adopt an effective course of action.
- Apply the appropriate data and software combination in order to produce a usable product.
- Conceptualize the end result of projects and how the information will be used.
- Effectively use databases.
- Foster collaborative group processes and efficiently use resources.
- Demonstrate attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Meet deadlines.

## Mental Activities

Position requires continuous creativity, use of discretion, problem analysis, and the ability to read, speak, write, and understand English; frequent interpersonal skills, teamwork, and performance of basic and advanced math; occasional decision making, independent judgment and/or action and customer service; and rare presentations/teaching.

## Physical Activities

Position requires continuous talking and hearing; frequent walking, sitting, and repetitive motions of hands and wrists; occasional standing, handling, and bending; and rare stooping, crawling, fingering, reaching, feeling, fingering, and kneeling. Incumbent must be able to push and pull 15 pounds, lift 30 pounds, and carry 20 pounds.

## Education

B.A/B.S Degree from an accredited college or university in Geography, GIS, Engineering or related field. Any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities will be considered.

## Special Requirements

- Exposure to ArcGIS 10.x software
- Experience with GIS software, relational databases or spreadsheets and computers running Microsoft Windows.
- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

## Job Conditions

Work is performed primarily in an office setting. Noise level is moderate. Position occasionally requires outdoor work.

## Hazards

Working on or around traffic and open trenches; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.