



ORANGE COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

Job Title: GIS Technician -IT Specialist I
Prepared By/Date: SM 27-Sept-19
Approved By/Date: AW 27-Sept-19
FLSA Status: Non-Exempt
FRS Code: Regular Class

Job Code: 6451
Job Family: IT
EEO Code: 3
Pay Grade: 409
WC Code: 8810

WORKING TITLES

GIS Technician

JOB SUMMARY

Under general supervision, performs a variety of technical (support) functions in relation to the development, implementation, and maintenance of Orange County Sheriff's Office Geographic Information Systems (GIS). Work requires original and creative thinking under the direction of upper-level team members.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Please note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice and additional duties may be assigned as needed.

Maintains and provides data for emergency 911 applications used by dispatch personnel and technical support for Orange County Sheriff's Office (OCSO) emergency 911 services. Assists with maintaining GIS databases and map products used by OCSO in relation to sector and zone boundary lines, road centerlines, and physical addressing, etc.

Produces high quality maps while working with OCSO, when necessary. Develops, records, and integrates GIS data including Local, State, and Federal GIS databases. Assists with providing GIS desktop support to end users, as required.

Resolves data integrity issues through the review and implementation of QA/QC (Quality Assurance/Quality Control) workflows and metadata documentation.

Assists with administrative duties for ArcGIS Online (add usernames, passwords, feature classes, etc.). Coordinates with direct supervisor regarding current and future GIS technology requirements (e.g., evaluates new software).

Assists with providing training/support to OCSO regarding the use of new and existing GIS hardware and software. Assists with writing/creating/testing/executing SQL queries for creating and maintaining reports.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Must have a minimum of one (1) year of Communications Center call taking or dispatching experience which should include the use of Computer Aided Dispatch (CAD) electronic mapping. Must have a minimum of six (6) months experience using ESRI ArcMap or other GIS related tools.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Florida driver's license. Must attend and successfully complete the agency sponsored Law Enforcement Vehicle Operations (LEVO) training if assignment includes driving agency vehicle. Use of agency vehicle would require appropriate driving history and passing agency biennial driver's physical exam. ESRI certification must be obtained within one (1) year of employment and maintained as a condition of employment. Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC) certification must be obtained within six (6) months of employment and maintained as a condition of employment. Criminal Justice Information Services (CJIS) certification must be obtained within six (6) months of employment and maintained as a condition of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to comprehend and communicate fluently in verbal and written English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form. Must have intermediate computer skills in the following areas: Office Products, Desktop Operating Systems, Service Management, Computer-Aided Design and Drafting (CAD), Must have intermediate computer skill level required to perform the essential duties of this job (e.g., Word: create Mail Merges and complex tables, insert graphics; Excel: set up and design charts, filter data, use mathematical and statistical functions; PowerPoint: utilize graphics, animation, and sound, automate slide production). Must also possess the ability to learn agency selected reporting software in support of these functions (e.g., Microsoft SQL Reporting Services, Microsoft Excel). Must have knowledge of methods for maintaining and developing agency GIS systems. Must also possess the skills required to positively and productively interact with the client and internal staff. Must have the ability to manage and prioritize multiple projects and tasks from start to finish. Ability to work with minimum supervision, demonstrate self-initiative, and use independent judgment. Must have the ability to identify problems and review related information to develop and evaluate options and suggest solutions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, and also sit and work on the computer for long periods of time. The employee is

occasionally required to stand and reach with hands and arms. The employee is occasionally required to walk, stoop, kneel, crouch, crawl, or use hands to handle or feel. The employee may occasionally lift and/or move up to 25 pounds and may have to assist someone lifting up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The employee must be able to work in remote locations within Orange County. The employee will be working with computer related equipment and may occasionally be exposed to the risk of electrical shock. The noise level in the work environment is usually moderate. Depending on assignment, may be required to occasionally work evenings and/or weekends. The employee is required to support the agency's emergency operations during a critical incident and may be recalled. The employee may also be assigned to a technical team in order to support the agency during a critical incident.

The Orange County Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Orange County Sheriff's Office may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Approved by Lieutenant A.D. Wright/9-27-19