



# BUTLER COUNTY SHERIFF'S OFFICE

## POSITION DESCRIPTION GIS TECHNICIAN



<b>Salary</b>	\$22 - \$24/hr.
<b>ESSENTIAL FUNCTION</b>	GIS Technician maintains Geographic Information System (GIS) data for public safety applications including, but not limited to, computer-aided dispatch and 9-1-1 services.
<b>GENERAL RESPONSIBILITIES</b>	<p>Create and maintain GIS data used by public safety applications.</p> <p>Administer server based GIS systems.</p> <p>Troubleshoot routing issues.</p> <p>Test GIS data functionality within related systems.</p> <p>Identify and troubleshoot issues with logical problem solving.</p> <p>Read, understand and apply complex technical information.</p> <p>Provide help desk support and resolve mapping issues to the end user's satisfaction.</p> <p>Deliver good technical support over the phone and in person.</p> <p>Monitor and respond quickly and effectively to requests received via a ticket system.</p> <p>Write clear and concise reports, emails and support ticket responses.</p> <p>Work independently and collaboratively as a team with other technicians to solve problems.</p> <p>Monitor various alarm systems for reports of problems with system infrastructure.</p> <p>Adapt to changing technologies and job requirements.</p>
<b>QUALIFICATIONS</b>	<p><b>EQUIPMENT:</b> Knowledge of desktop operating systems, email, web browsers and office applications.</p> <p><b>TRAINING AND EXPERIENCE:</b> Must have experience in the maintenance and utilization of a GIS database and a working knowledge of computer systems outside of GIS. A GIS Technician may be provided training on systems outside of their primary focus and occasionally be required to assist in the support of these secondary systems.</p> <p><b>LANGUAGE SKILLS:</b> Communicate verbally in English, using proper grammar and spelling. Ability to communicate clearly and concisely.</p> <p><b>PHYSICAL REQUIREMENTS:</b> Must be able to sit for prolonged periods of time while using a computer. Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50 pounds) unassisted, bending, standing, climbing and walking. Some outdoor work may be required.</p>

<b>EDUCATION AND EXPERIENCE</b>	<p>Associates degree or 2 years of experience in the GIS field.</p> <p>Experience in a public safety field is preferred but not required.</p>
<b>ADDITIONAL REQUIREMENTS</b>	<p>Must to a United States citizen. Must possess a valid driver's license issued by their state of residence. Must not have been convicted of a felony. Must not have been convicted of a misdemeanor involving moral character. Must not have been dishonorably discharged from any of the Armed Forces of the United States of America.</p>