

Department: **Hall County GIS Department**
Title: **Part-Time (0.5FTE) GIS/CAD Technician**
Hourly Wage: **\$11.46**

Job Description :

INTRODUCTION:

Under general supervision the Part-Time GIS/CAD Technician position will perform technical Geographic Information System (GIS) system analysis, data input and maintenance, and creation of new databases. In addition perform technical manual and computer aided drafting of various maps. Performs technical input including editing and digitizing to produce a wide variety of maps, reports and other related products. The position will consist of using both GIS and CAD software, 30% of the work will be GIS-related work(interpreting legal descriptions etc.) with 70% of the work to be CAD-related(input/editing). This position reports to the IT Director.

FUNCTIONS:

1. Maintenance and updating of GIS Data
2. Prepare detailed drawings, layouts, sketches, maps, and graphic representations of architectural designs by hand or using CAD software.
3. Convert GIS and CAD data
4. Map Land Use Data
5. Map production in Arc Map
6. Database production and update

Skills & Qualifications :

Education and Experience:

Minimum:

- Successful completion of course utilizing AutoCAD.
- Ability to work independently on multifaceted projects.
- Ability to work with multiple departments.

Desired:

- 1 year AutoCAD experience.
- Course work at a technical or vocational school, in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science, or a related field, or two years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted.
- Read and interpret legal descriptions.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Read and use zoning maps, quarter-section maps, land use maps, single line maps, and aerial maps.
- Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work.
- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Present facts clearly and accurately in graphic form.