GEOGRAPHIC INFORMATION SYSTEMS PLANNER II

DEFINITION

Under general direction, to perform skilled drafting work using automated methods in preparing, maintain, and updating maps. Creates and maintains the Geographic Information System (GIS) database which includes: assembling source materials, verifying accuracy of data, digitizing, and entering attribute data. Designs and develops GIS applications. Analyzes requests for GIS products using established programs, commands, and options. Generates maps and reports in response to requests from planning staff, County departments, and the general public. Develops and coordinates the county-wide use of the GIS, and coordinated GIS related activities with other local public agencies. Supervises assigned departmental staff in the development of GIS database applications. Administers the solid waste assessment system, which entails determining solid waste assessments, maintaining the solid waste assessment roll, and representing the County in claim and appeal proceedings. Performs technical reviews of land use and permit applications, explains ordinances, resolutions, regulations, and County policies to the public. Manages the distribution of fuel to the County airports and monitors the aviation fuel quality control system at Gansner airport.

DISTINGUISHING CHARACTERISTICS

This is the experienced working level in the GIS class. Incumbents perform a variety of professional GIS planning work with minimal guidance and supervision. This class differs from GIS Technician in that the GIS Planner incumbent has greater decision making latitude and more independent responsibilities in performing job assignments. The GIS Technician works directly for the GIS Planner.

REPORTS TO

Director of Planning and Building, Assistant Planning Director and Senior Planner

CLASSIFICATIONS DIRECTLY SUPERVISED

(GIS) Geographic Information Systems Planner I, (GIS) Planning Technician

EXAMPLES OF DUTIES

- Manages GIS resources by coordinating the continuous development, operation, and maintenance of the Geographic Information System.
- Develops map manuscripts for use as source material in the GIS automation process.
- Collects data from various sources and prepares maps, verifying the accuracy of original material and coding manuscripts with attributes for the GIS.
- Designs, codes, and digitizes maps with features for the GIS database.
- Performs quality control checks to insure the integrity of the data.
- Updates existing maps to reflect changes in boundaries, voting districts, annexations, general plan designations, zoning, general plan constraints, new streets, and new subdivisions.
- Using computer-aided techniques, prepares charts, graphs, brochures, and other presentations.
- Researches, compiles, interprets, and presents information to assist professional planning staff and other County departments utilizing the GIS; determines system software and hardware requirements as well as the system design.
- Develops and monitors schedules for the development of the GIS system.
- Acts as liaison with other departments utilizing the GIS.
- Provides training in the use of the GIS database for County departments.
- Organizes and maintains the solid waste assessment roll.
- Performs on-site inspections of residential and commercial property for solid waste assessments.
- Reviews maps, legal descriptions, and other data for changes in land use. Evaluates and resolves solid waste claims.
- Updates and submits the annual resolution for establishing the sold waste generation fee.
- Represents the County on the Solid Waste Management Task Force and Board of Supervisor Solid Waste Appeal Hearings.
- Reviews building permits for zoning regulation compliance.
- Maintains the automated fuel system for Gansner Airport. Accepts and distributes fuel shipments for the County Airports.
- Performs fuel quality control inspections for shipments of fuel delivered to Gansner Airport.
- Prepares required reports and assists with the maintenance of the County Airport systems.
- Activates the Spill Prevention and Countermeasure Plan in case of emergency coordinates action to emergency situations at the County airports in the absence of the Director of Planning and Building.
- Provides information and answers public inquiries regarding planning issues, permit procedures, GIS, and zoning.
- Performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk, normal manual dexterity and eye hand coordination, corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, digitizers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer mapping, including map projections and scales.
- Operation and maintenance of mapping/graphics equipment employed in the preparation of maps, charts, graphics, and illustrations.
- Use of AutoDesk (AutoCAD) software.
- Use of ESRI (ArcCAD and ArcView) geographic information system software.
- Geographic Information Systems.
- GIS data entry and digitizing procedures.
- Solid Waste assessment methods and procedures.
- Laws, regulations, and ordinances governing planning, zoning, and land use.
- Aviation Fuel Systems.

Ability to:

- Perform a variety of technical support assignments in the County Planning and Building Department.
- Read and Interpret maps and identify characteristics of aerial photographs.
- Operate computers, digitizers, plotters, and computer mapping (GIS) hardware.
- Supervise data entry and digitizing.
- Prepare a variety of charts, graphs, and presentation material.
- Collect, interpret, and integrate cartographic data from different sources to prepare automated map manuscripts.
- Collect, compile, and analyze technical, statistical, and other data related to GIS.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible experience in public planning work equivalent to a Geographic Information Systems Planner I.

Completion of a college level course in Geographic Information Systems.

Completion of a ESRI certified course in ArcCAD and ArcView.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.