



JOB DESCRIPTION

Salary: \$65,000 - \$75,000 depending on experience

Position is a Regular Full-time position eligible for all City Benefits.

GIS Technician: The GIS Technician plays a critical role in the creation, maintenance, and enhancement of the City's geographic information systems. This position is responsible for ensuring the integrity, accuracy, and usability of spatial data that supports daily operations, long-range planning, infrastructure management, emergency response, public works, development services, and citywide decision-making. Working under the direction of the Development Services Director, the GIS Technician develops high-quality maps, performs spatial and attribute analysis, updates enterprise datasets, and provides technical support to internal and external stakeholders. This role directly contributes to efficient service delivery, data-driven policy decisions, and public transparency by maintaining reliable and accessible mapping resources.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (Individual duties, assignments and responsibilities required of the position)

- Maintains, updates, and organizes GIS layers, metadata, and geodatabases in accordance with City standards and best practices.
- Creates high-quality cartographic products for internal departments, Planning & Zoning Commission, City Council, development applications, capital improvement projects, and public requests.
- Performs spatial analysis, geoprocessing, and data validation to support planning, engineering, utilities, public safety, code enforcement, and other City functions.
- Conducts field data collection using GPS units, mobile applications, and other data-capture tools; integrates collected data into enterprise GIS datasets.
- Assists with system administration tasks, including publishing services, troubleshooting map services, maintaining layer symbology, and supporting ArcGIS Online content.
- Supports the development and maintenance of dashboards, story maps, public-facing web maps, and digital applications for staff and public use.
- Coordinates with Planning, Engineering, Utilities, and other departments to ensure spatial datasets remain current, accurate, and aligned with operational needs.
- Documents workflows, maintains metadata, and contributes to GIS quality assurance/quality control processes.

- Responds to map/data requests from staff, developers, consultants, and the public in a timely and customer-focused manner.
- Assists in implementing new technology, tools, and GIS enhancements that improve departmental efficiency and service delivery.

EDUCATION AND EXPERIENCE: (special training, certifications, college degree, etc.)

- Associate or Bachelor's degree in GIS, Geography, Urban Planning, Computer Science, Surveying, Environmental Science, or a related field.
- Two (2) or more years of professional GIS experience, preferably in a municipal or public-sector environment.
- ESRI Technical Certification **REQUIRED** within one (1) year of hire (GIS Fundamentals, ArcGIS Desktop Associate, or equivalent).

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- Proficiency in **ArcGIS Pro**, ArcGIS Enterprise, ArcGIS Online, Field Maps, Survey123, and related ESRI tools.
- Ability to perform intermediate to advanced geoprocessing, editing, data management, and spatial analysis tasks.
- Strong attention to detail in mapping, data quality control, and metadata documentation.
- Familiarity with GPS field collection methods, coordinate systems, projections, and surveying principles.
- Ability to interpret engineering plans, plats, zoning maps, legal descriptions, and utility infrastructure drawings.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills, including the ability to explain technical information to non-technical staff.
- Ability to work collaboratively with multidisciplinary teams and provide high-quality customer service.
- Commitment to continuous learning and adoption of emerging GIS technologies.

To apply for this position, please contact: HR@lagovistatexas.gov