

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Elections Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE GIS Operator Assistant

NEW POSITION OR REPLACEMENT FOR: Jose Isaac Longoria EMPLOYEE NO 188395

DEPT NO 0130 POSITION/SLOT NO 0133

ADVERTISED SALARY: \$27,985 - OTHER COMPENSATION: _____ COMPENSATION TYPE: _____
\$30,342

SPECIAL REQUIREMENTS: _____

WORK LOCATION / HOURS: Hidalgo County Elections Department, 101 South 10th Avenue, Edinburg, TX 78539, Monday - Friday 8am-5pm unless otherwise required by elections.

CONTACT PERSON: Amanda Valdez EXTENSION / PHONE NO: 5731

Armando Ranao _____
Department Head or Elected Official Date 02/06/2013

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE _____ APPROVED HR DIRECTOR / DATE _____

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date Closing Date

GIS OPERATOR ASSISTANT

GRADE: 07

GENERAL DESCRIPTION

Under general supervision, performs varied data entry and manipulation to create, maintain, display and update a comprehensive geographic information system including production of accurate maps and other representations of the data; Assists GIS Operator to coordinate the development, operation and maintenance of Department's geographical information system (GIS) inventory and geo-database.

EXAMPLES OF WORK PERFORMED

Enters and manipulates information in the geographic information system

Researches source records and documents

Creates and modifies data files by entering electronically converted data into appropriate database system

Researches and interprets source documentation, including correspondence, legal documents, construction plans and other specific discipline related technical writing

Ensures compliance with all applicable standards, statutes and ordinances

Makes manual and/or visual checks of preliminary data and final product to ensure quality control of all data entering the system

Produces maps, plots, graphic simulation and manuscript data as requested

Produces special graphic layouts, combining various data form various sources to produce complex plots using GIS applications

Maintains accurate records and documentation of work performed

Operates and maintains electrostatic and design jet plotters

Makes simple adjustments for maintenance or repair of equipment

Attends training and applies new techniques as they are implemented

Performs or participates with others to perform technical repair services of computers, printers, terminals and networking devices

Required to travel to various points around Hidalgo County to pick up and deliver or field service equipment

Assists or provides cable-pulling and termination services as required

Good troubleshooting and repair techniques

Reads electronic schematics and makes necessary repairs with minimum supervision

Assist GIS Operator in the determination of IT and GIS standards for Department, and any required modifications

Assist GIS Operator in collecting and/or incorporate field data using GPS

Research and/or obtain land data records, analyze and incorporate as a data source for GIS-related data files

Assist GIS Operator to manipulate and integrate raw data (coverage's, shape files, CAD files, satellite imagery) into GIS

Create and enhance GIS-based tools

Generate map compositions and respond to special IT and GIS requests

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience related to the job; Graduation from a high school or equivalent; 40 hours of college coursework in the area of computer field preferred; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of terminology related to geographic information systems including legal descriptions, cartography, engineering, construction plans, and aerial and orthophotography

Skill in establishing and maintaining effective working relationships with those contacted during the course of work

Ability to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, and aerial and orthophotography

Ability to read and explain applicable laws and regulations

Ability to read and interpret land development related records and documents

Ability to produce maps and other representations of spatial data

Ability to understand oral and written directions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

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