

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**GIS/IT SPECIALIST****Position Definition, Description and Characteristics:**

Under the general direction of the District Manager and direct supervision of the Office Administrator, the GIS/IT Specialist is responsible for coordinating the regular operation and maintenance of the Geographic Information System (GIS) for the District. The position evaluates and implements new developments in information technology (IT) systems.

Example of Duties:

- Plans, produces and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating control/surveillance routes, treatment sources, service requests and material use records, and trap sites using District GIS applications and databases;
- Assists with collecting, assembling, and verifying current and historical spatial records;
- Analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs;
- Is responsible for maintaining all public facing datasets, maps and dashboards containing District data
- Maintains District websites and public-facing web resources.
- Assists in creating and implementing practices, policies and procedures for storage and retrieval of data;
- Develops and maintains the District's information and computer technology and recommends purchases, updates and upgrades to computer systems as needed to maintain optimum productivity and performance;
- Sets up and installs new computer systems and software for staff;
- Maintains the District's inventory on field devices and technology equipment
- Produces daily and monthly reports such as source identification/location, pesticide, material and equipment use, employee field activities, service requests and other related spatial summary reports;
- Assists with answering phone calls and takes, prepares and routes service requests, questions and complaints from the public as needed;
- Trains staff on the District's GIS and electronic field equipment use and safety;
- Provides support to all staff using the District GIS and associated applications;
- Under direction, makes contact and collaborates with appropriate vendors and outside agencies to coordinate and benefit the GIS program of the District;
- Keeps informed and knowledgeable on developments in the electronic data and information fields and attends training courses, meetings and seminars to maintain skill levels; and
- Performs, occasionally, other tasks, functions and related work as required.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's degree in the field of geographical information systems, geography or a related field with GIS experience.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License, have and maintain a good driving record and be insurable under the District's insurance carrier.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, drug screen and background check.

Knowledge of:

- Basic principles, methods and tools used in cartography and geography, and basic drafting and mapping concepts;
- Operation of computer software applications, databases, spreadsheets, word processing, e-mail and internet;
- Operation of GIS applications, such as ArcGIS, ArcPro, Google Earth or other related software and peripherals;
- Correct business English, good grammar, punctuation and spelling;
- Basic mathematics including understanding of units of measure, both tangible and spatial, and quantification and computation; and
- Fundamentals and techniques of employee supervision and training.

Ability to:

- Collect, organize, retrieve and analyze data and materials, maintain and produce concise and accurate maps, records, reports and presentations, and make accurate mathematical computations, and balance and reconcile accounts;
- Troubleshoot and analyze data to develop logical solutions to problems, identify alternate solutions, and determine consequences of proposed actions and implement recommendations;
- Prepare and implement training programs;
- Establish effective and cooperative working relationships and communicate with the public, government agencies and coworkers in a tactful and courteous manner, and maintain composure and professionalism in adverse situations;
- Learn and understand basic organization and operation of a mosquito control district and elements of vector and vector-borne disease surveillance and control.
- Learn and understand pesticides used in mosquito and vector control, including application rates, and safety policies and procedures;
- Learn, understand and apply pertinent federal, State and local laws, rules and regulations related to mosquito and vector control and environmental regulations; and
- Read, understand and apply District policies, personnel manual, other standard operating guidelines, contracts and literature of the profession.

Essential Functions:

The position of GIS/IT Specialist will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Individual must be able to perform routine work while using required safety equipment.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach and bend, and to walk on uneven terrain. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must regularly lift and move objects up to 10 pounds, frequently lift and move up to 25 pounds and occasionally assist in lifting and moving objects up to 100 pounds.

Working Conditions:

While performing the duties of this position, the individual may be exposed to pesticides, chemicals and other health hazards; inclement weather conditions; and verbal confrontations from members of the public. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.