

GRAPHICS TECHNICIAN

IV-4003

Date: October 2009

Department/Division: Community Development

FLSA: Non-Exempt

Reports to: CommunityDevelopment Operations Manager

PURPOSE OF POSITION

Under general direction of the Community Development Operations Manager, performs tasks directly related to the planning function in the area of maps, charts, displays and other graphic presentations and includes tabulations of statistical data in field observations; does related work as required. Requires graphic preparation skills to support the Planning functions and other divisions of the Community Development Department.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Updates official zoning maps.
- Prepares graphics for planning commission agendas.
- Photographs planning commission items for slide presentation (maps and field shots).
- Prepares and updates city base maps, urban renewal area maps and official City zoning maps.
- Enters information into computer database file.
- Prepares site plans, illustrations and similar exhibits from information and instructions provided by supervisors.
- Gathers and reports field data.
- Uses drawing instruments, computer, plotter, digital camera, scanner, 35mm camera, and similar tools in completing the assigned work.
- Reads and verifies legal descriptions.
- Assists in preparing grant applications.
- Assist in providing other agencies and the general public with information pertaining to rezoning, vacation, easement and subdivision applications.
- Prepares existing aerial photography, topographic maps, site plans, and general maps that clearly present the item or project under consideration.
- Develops competence in the understanding of legal descriptions as might apply to specific work assignments.
- Maintains map files and the planning library in an orderly manner consistent with the system in use.
- Performs field observations and records data as instructed by a supervisor.
- Establishes and maintains effective working relationships with officials, other agencies, fellow employees, and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts and/or moves up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or GED certification with experience in cartography, GIS, presentation graphics, and map preparation, including or supplemented by courses in graphic illustration and drafting; keyboarding, or any combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Requires a thorough and complete knowledge of and skill in graphic illustration techniques, knowledge of Arcview, Photoshop and PowerPoint; ability to produce a neat, accurate and readable product; must be able to type; demonstrate capability to learn to operate various types of tools used in the planning function (plotter, copy machine, 35mm camera, digital camera, and computer); ability to comprehend and update base maps; ability to establish and maintain good working relationships with other employees; good physical condition. Ability to enter data into a P.C. and related tasks; move, shelve and store documents and related materials. Specific computer applications will be required through in-house training sufficient to allow the employee to enter information into a planning database using a format developed by the supervisory staff.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to speak clearly, distinctly and effectively with citizens and fellow employees; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and follow verbal and written instructions.

Work Environment

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact.

Special Requirements

The position requires a valid Driver's License issued by the State of Iowa.

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.