

HIDALGO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
(Administrative Services Provided by the LRGVDC)

JOB DESCRIPTION

GIS SPECIALIST
(MPO)
[Non-Exempt]

Summary of Position

The GIS Specialist is responsible for maintaining the ARC/INFO/ARC/VIEW Geographic Information System, TRANS/CAD. This position also works with the traffic counting process in the MPO study area. Duties include digitizing from aerial photographs, converting GIS data, editing base programs like LOTUS, DBASE, INFO and ORACLE, and creating traffic count presentations. This position may also be responsible for graphically displaying traffic counts.

Organizational Relationships

1. **Reports to:** MPO Director and/or Planner(s).
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works closely with technical representatives of all local government members; has some contact with other local elected officials, as well as state and federal government officials.

Examples of Work

Essential Duties*

- Operates the ARC/INFO/ARC/VIEW and GIS TRANS/CAD computer applications;
- Keeps technical and policy committees informed on progress in the GIS and traffic count programs; Assists Planners in Travel Model operations and database development and maintenance;
- Prepares graphics for MPO;
- Prepares materials for and assists with meetings of the technical and policy committees;
- Makes oral and/or written presentations to the Metropolitan Planning Organization's governing body;
- Maintains inventory and records of all maps and electronic database;
- Attends seminars and workshops as needed and approved;
- Assists Transportation Planners in data collection.

Other Important Duties

Additional duties assigned.

Working Conditions

Works in well lighted, air-conditioned office.

Physical Demands

Required to do some MPO field work with some exposure to weather conditions when necessary.

Required Knowledge, Skills, and Abilities

A general knowledge of statistics, cartography, and electronic databases, as well as GIS principles and computer applications is needed. This position requires extensive experience with ARC 8.3, all of its extensions, and TRANS/CAD software. Knowledge of geographic and cartographic principles, such as projections, use of ortho-photography, and geo-referencing is vital. Ability to construct and interpret maps, and charts of geographic data. Must be motivated to continually self-educate on new GIS technology through web sites, and journals. Knowledge of spreadsheet and database software is required.

Acceptable Experience and Training

A Bachelor’s Degree in Geography, Urban Planning, or a related field, or three years related experience, including GIS applications. Demonstrable ARC/INFO/ARC/VIEW and TRANS/CAD skills are required. Education and Experience may be substituted for one another.

The ability to communicate in English and Spanish are a plus.

Certificates and Licenses Required

Valid/Current Texas Driver’s License

Employee’s Signature	Supervisor’s Signature