

GIS TECHNICIAN JOB DESCRIPTION

Effective Date:	March 3, 2025
Position:	GIS Technician
Employment Status:	Paid Internship (up to 20 hours per week); or Part-Time, Non Exempt (24 hours per week)
Position Summary:	Create maps, charts, graphics, and more for transportation projects, Hazard Mitigation plans for the State Emergency Management Agency (SEMA), for Community Development Block Grant (CDBG) applications, environmental reviews and administration needs; and for any other project needs throughout the NWMO RCOG, establish a data-based method for conducting sidewalk assessments, conduct annual sidewalk assessments.

Essential Functions*:

Mapping and GIS

1. Converse with clients about their needs for maps and GIS data.
2. Work with co-workers to complete GIS needs on a wide array of project types.
3. Create maps for Hazard Mitigation plans.
4. Create maps and provide GIS assistance for transportation projects, programs and plans.
5. Conduct sidewalk assessments.
6. Remain knowledgeable of staff member projects and assist as needed.

Minimum Qualifications: Education: High School diploma or equivalent is required, work towards a GIS degree or certificate is preferred.

Experience: One year of relevant experience preferred but not required.

Computer: Proficient with Windows Operating environment, including Microsoft Office, ArcGIS and Google Earth.

Other: Valid driver's license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided for work-related travel). Must be legally eligible for employment in the United States.

Competencies Expected: Ability to follow oral and written instructions. Attention to detail is paramount, as is the ability to follow procedures. In addition, the position requires organization, ability to meet deadlines, interpersonal communication, project development, and critical

thinking skills. Must be able to conduct research and must be a self-starter, must be able to work independently and as part of a team.

Physical Requirements:

Constant use of hands and arms to type and write to complete necessary paperwork. Must be able to drive and/or ride long distances; night-time driving is necessary. You must be able to converse by phone and in person with customers and clients. Must be able to sit for long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to navigate sometimes rough, unimproved terrain to monitor projects.

Job Location:

This position is a hybrid position at the Northwest Missouri Regional Council of Governments in Maryville, MO, with a minimum of 2 in-person days per week. Monday through Thursday, 8 a.m. to 4:30 p.m. with a 30-minute lunch break is the regular work week for full-time employees. Interns will work 20 hours within these days/times and part-time personnel will work 24 hours per week within these days/times, with the possibility of meetings, events, or training outside those hours.

Salary Range:

The salary range for this position is anticipated to be \$18 to \$22 per hour but is TBD depending on the candidate's education and experience. This position, as posted, is part-time (24 hours per week) with leave benefits or a paid internship (20 hours per week).

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position.*