## GEOGRAPHIC INFORMATION SYSTEM DATABASE ADMINISTRATOR 1

**Nature of Work**

Under direct supervision, performs entry level technical work that involves Geographic Information Systems (GIS) database creation and maintenance activities.  Under supervision of GIS manager, work involves tasks relating to the development of GIS data  resources within the context of agency programs and policy directives.  Work includes the acquisition, processing, conversion and update of data to augment existing spatial databases, implementing spatial metadata policy, spatial accuracy assessment, and database design relating to specific applications development projects. May assist GIS Database Administrator 2 with agency database management decisions and tasks. Performs related work as required.

**Distinguishing Characteristics**

This is entry level work where the incumbent is given less complex assignments and the work is reviewed regularly. However, as skills are demonstrated, the incumbent advances to less routine assignments and performing independently.

**Examples of Work**

Conducts acquisition, processing, translation, conversion and loading of new spatial data used for decision support analysis and agency program requirements.

Implements quality control procedures related to spatial accuracy assessment.

Creates efficient database designs in response to applications developer needs for specific projects.

Maintains spatial metadata documentation for specific components of the spatial database.

**Knowledge, Skills and Abilities**

Knowledge of automated and spatial information processing methods and techniques.

Knowledge of the capabilities of automated mapping and geographic information processing systems.

Knowledge of cartographic principles, automated mapping, and database structure.

Knowledge of data conversion, translation, and transfer methods and techniques.

Ability to communicate effectively orally and in writing.

**GEOGRAPHIC INFORMATION SYSTEM DATABASE ADMINISTRATOR 1  (CONT'D)**


**Minimum Qualifications**
   **Training:**  Bachelor's degree, including six semester hours in computer science or GIS from an accredited college or university.  Preference may be given to those with a degree in computer science, geology, geography, natural or earth sciences, forestry, planning, engineering, engineering technology, mathematics, or related field.


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