**JOB DESCRIPTION**

**Geographic Information Systems (GIS) Technician**

**Definition of Class**
Incumbents in this position are experienced GIS technicians who assists other research personnel and support staff. The incumbents perform a variety of complex technical duties involved in conducting GIS research and make determinations in support of research operations. Non-routine information is collected, analyzed and transferred to others. The incumbent reports to a research scientist.

**Examples of Work Performed**
Ensures the functionality of all related computer and software systems.

Confers with supervisor in the planning of major equipment purchases, and installations and support services needed, particularly in areas of installation and/or maintenance consideration.

Provides technical guidance and assistance to students, interns, residents, and staff.

Monitors and maintains integrity of common use data sets.

Performs specialized GIS analysis.

Determines and sets up instruments, materials, and apparatus, and operates complex GIS equipment required for specific tasks.

Manages the on-line data archives.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides technical assistance to students, interns, faculty, and staff.
2. Performs specialized research laboratory and field tests.
3. Operates GIS related computer and software systems.
4. Provides analysis and reporting of experimental results; maintains accurate records.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in Geology, Geography or a related field.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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