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GIS Technician

JOB CODE	JOB FAMILY	PROFILE
JCV415	**Information Technology**	**GIS Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**September 29, 2026**

The Geographic Information Systems (GIS) Technician performs a variety of technical tasks in support of GIS functions. Creates and maintains maps and geographic data in spatial and tabular form for use by departments, public agencies, consultants, and contractors. Provides technical support to staff, including troubleshooting and software installation, maintains assigned aspects of the GIS database, and generates maps and reports.

Job Description

DUTIES AND RESPONSIBILITIES

- Develop, analyze, and implement GIS applications in support of County functions. Process, prepare, convert, and enter geographic data into the GIS. Create and maintain spatial layers and update tabular data for departmental use.
- Assist with the development and implementation of GIS database structures, metadata standards, and quality assurance/control procedures.
- Prepare digital and printed cartographic products. Create, update, and publish maps at various scales for utilities, zoning, reference, topography, political boundaries, and property/parcel boundaries.
- Assist and train staff in the use of GIS applications, including data queries, map display, and general troubleshooting. Research and interpret legal descriptions by reviewing deeds and surveys to ensure accurate property boundaries in the GIS database.
- Perform routine system maintenance including data backups, software installations, and upgrades.
- Coordinate with County departments and outside agencies to ensure GIS data is current and accurate.

- Handle sensitive or confidential records, maps, or documents in accordance with applicable privacy and security requirements.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Associate’s Degree in a related field.
- 2 years of experience in Geographic Information Systems (GIS).

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is typically performed in an indoor office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Work environments may occasionally involve working around machinery with moving parts or stationery equipment.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and equipment.