

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1816

**TITLE:** GIS TECHNICIAN SUPERVISOR

**GRADE:** S-22

**DEFINITION:**

Under general supervision, supervises GIS Technicians in the construction and maintenance of various maps (e.g., property, zoning maps, street center-line, etc.); reviews work for accuracy and detail; oversees map production and maintenance program; deals with user agencies and the public for cartographic and engineering issues; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is technical and supervisory work responsible for supervising operations of the Cadastral Section and the Thematic Section; supervising GIS Technicians in creating, maintaining and updating maps; coordinating projects with other departments and agencies; and preparing budgets and performing necessary administrative work.

**ESSENTIAL DUTIES:**

Plans, organizes, coordinates, assigns, and evaluates the work of GIS Technicians;  
Provides work counseling, guidance, and training as needed;  
Supervises the production and day-to-day maintenance of cadastral mapping products;  
Oversees production schedules of the Thematic Section;  
Coordinates actions/projects between various county and state agencies;  
Interprets and validates engineering and survey related treatments and research;  
Performs requisite administrative duties;  
Prepares billing, summaries, and other related documents;  
Generates and develops and justifies annual budget expenditures;  
Evaluates vendor performance and reviews contract technical requirements;  
Interprets source documents such as flood-plain, utility and service easements, zoning classifications, and the like;  
Plots perimeter of property, verifies volume and ownership based on legal documents;  
Assigns new identification numbers and enters data into corporate data sets;  
Performs quality assurance reviews on updated property maps prior to annual printing;  
Develops annual budgetary requirements;  
Provides assistance to other departments and agencies.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the methods, principles and practices used in map preparation;  
Considerable knowledge of basic principles of cartographic technology;  
Considerable knowledge of terminology, technical symbols, equipment, and instruments of cartographic drafting;  
Considerable knowledge of the utilization and operation of geographic information system software and hardware to perform cartographic drafting;  
Knowledge of effective supervisory methods, practices, and techniques;  
Ability to plan, organize, coordinate, assign, and evaluate the work of technical employees;

Ability to plan and schedule projects and workload;  
Ability to prepare an annual budget for a unit;  
Ability to perform geometry and trigonometry math operations;  
Ability to communicate technical ideas clearly and effectively, both orally and in writing;  
Ability to read and interpret technical manuals used in GIS technology;  
Ability to maintain records and prepare reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
An associate's degree with course work emphasis in one or more of the following disciplines:  
automated cartographic production, civil engineering, cadastral map drafting, thematic color  
separation, GIS data maintenance, geography, or related field; PLUS  
Two years' experience in a GIS production environment.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REGRADED: August 23, 2010  
ESTABLISHED: May 24, 1999