



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
DATABASE TECHNICIAN

FLSA Status: Non-Exempt
Bargaining Unit: GPEA
Salary Grade: B21

CLASS SUMMARY:

The Database Technician is a Technical Support – Information Technology Stand Alone class. Incumbents are responsible for maintaining and updating relational, hierarchal, and spatial databases and providing user training and technical support. Duties include GIS land use data maintenance including creating addresses and reconfiguring the GIS system as changes require. Incumbents process records and documents, and post website information and images.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Assigns addresses including review of planning applications for street name approvals and entering of addresses for new lots and buildings, notification to relevant agencies, such as post office, county assessor's office, fire service, public safety and utility providers, regarding new addresses and address changes.
- Administers database change requests including research and update of GIS database and taxlot files to determine validity of customer and staff submitted modifications.
- Reviews and routes service, annexation and deferred development agreements including inspection of data for validity, and identification of appropriate attachments and signatures.
- Merges county database into City GIS database to update and reflect new ownership, lots and subdivisions.
- Assists planners and other staff with mapping projects and data retrieval including research and report generation.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree and two years of experience in GIS and database management are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- None

Knowledge (positions in this class require):

Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.

Knowledge of:

- Information technology principles and practices;
- Geographic information systems (GIS);
- Municipal government software and hardware;
- City organization and management;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require):

Skill in:

- Research and analysis related to requests for GIS assistance;
- Application of GIS concepts and technologies;
- Managing databases;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, walking, grasping, feeling, talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379