

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: GIS Specialist II/Graphic Designer

CLASS CODE: 4112

GENERAL DESCRIPTION OF DUTIES:

Incumbents compile information, develop and revise maps and graphical information using computer software and equipment.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Planning and Development Series – Graphic Support Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for completing more complex mapping and graphic design work than GIS Specialist I/Graphic Designer.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Analyze, create and develop maps using computer software and equipment according to client specifications.

Determines mapping methods to meet client demands.

Revises and updates maps from existing databases.

Collects and analyzes statistical data. Calculates cartographic layout and design for specific maps.

Assist other designers regarding technical mapping and graphic presentations.

Retrieves maps for purchase by the public.

Replenishes printer and plotter toner, ink and paper supplies.

Maintains map indexes.

Designs and lays out text, photos, graphic elements for Planning documents, technical reports, brochures and other publications. Updates and revises existing brochures, posters, pamphlets and other printed materials.

Prepares text files type font and graphic characteristics for reproduction.

May instruct interns.

Coordinates research of information to be added to historic maps and databases.

Archives historical and citywide information for retrieval from electronic or Internet databases.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, interns, various city departments and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate and perform complex rapid adjustment on equipment, machinery and tools such as computer terminal, plotter, printers, telephone, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as computer software operating manuals, work orders, text copy for publications, clip art manuals, graphic design manuals, training manuals, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra, geometry and trigonometry.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

Physical Requirements:

Requires the ability to clearly distinguish objects in close range and sustain prolonged visual concentration.

Sensory Requirements:

Ability to conceptualize and apply characteristics of colors and shapes to develop graphic designs. Ability to combine and harmonize graphic design characteristics, as well as recognize and identify degrees of similarities or differences between characteristics.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.