

**MAJOR FUNCTION**

This is technical work involving handling, processing, and interpretation of active and inactive agency records, and collecting, inputting, and editing data within GIS mapping systems. Work requires knowledge of City records and Florida law and codes relative to records retention and handling of public records, including familiarity with modern office computing equipment and methods and techniques for digitizing or converting records from one medium to another. GIS tasks are performed in the field and office, during which the specialist uses technical expertise, in combination with a variety of devices and tools, to identify observable features and then plot, depict, store, or amend those within the mapping system. Stores a variety of records and data within the Agency's document management system, on file servers, or within geographic information systems. Performs records management tasks pursuant to the Agency's records management plan. Work is performed under the general supervision of the Records Retention Supervisor and is subject to review while in progress and upon completion, through oral and written reports, observations, results achieved, and achievement of desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties:**

Ability to comprehend GIS data structures and an understanding of how to create, edit, query, and manipulate them. Creates and maintains GIS maps to show identifiable cemetery features (graves, monuments, fences, coping, funerary objects, structures, plantings, etc.) using common ESRI GIS software. Utilizes information gathered from available records and other existing maps or aerial photography to perfect cemetery maps. Reviews completed maps for accuracy and neatness. Assists in updating and maintaining computerized records and in producing reports. Utilizes the Agency's document management system (OnBase) to store, retrieve, and dispose of records. Assists with records retention functions, including performing detailed inventories, and the classification of extant records to an appropriate records retention schedule and series. Evaluates extant records and data to calculate if, and when, the minimum retention period has been met. Assists in disposing of records/data which have met retention and properly documents the disposal thereof. Assists in carrying out various Records Management Plan tasks. Provides support to and collaborates with City departments in accomplishing the goals and objectives of the Plan. Uses standard computer equipment, software, peripherals, and techniques to convert records from one format to another.

**Other Important Duties**

Provides administrative support during public meetings. Upon request, assists with troubleshooting technological issues with Departmental information technology assets. Performs other related work or assign tasks, as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Working knowledge of computer-based mapping or cartographic principles and techniques. Ability to read and understand maps. Ability to read and interpret modern and archival records. Familiar with modern office computing equipment and methods and techniques for digitizing or converting records from one medium to another. Knowledge of the statutes, rules, regulations, policies, and procedures relating to the retention, maintenance, safeguarding, and disposal of public records. Ability to compile reports and manifests. Knowledge of document imaging system equipment and associated software necessary for job performance. Ability to do some lifting and ability to perform field data-collection tasks which may involve traversing uneven ground and exposure to the elements. Ability to perform duties with initiative and to exercise good judgment. Ability to communicate effectively and tactfully with internal and external parties. Ability to learn new methods, procedures, and operations.

**Minimum Training and Experience**

Possession of an associate's degree, or 60 semester hours, and one year of experience that includes GIS field data collection or mapping, or records management functions: or an equivalent combination of training and experience. A bachelor's degree may substitute for the one year of required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license is required at the time of appointment for designated positions.

Established: 06-16-80

Revised: 09-15-86

01-25-90

01-10-95

05-17-02

04-19-04\*

11-02-09\*

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