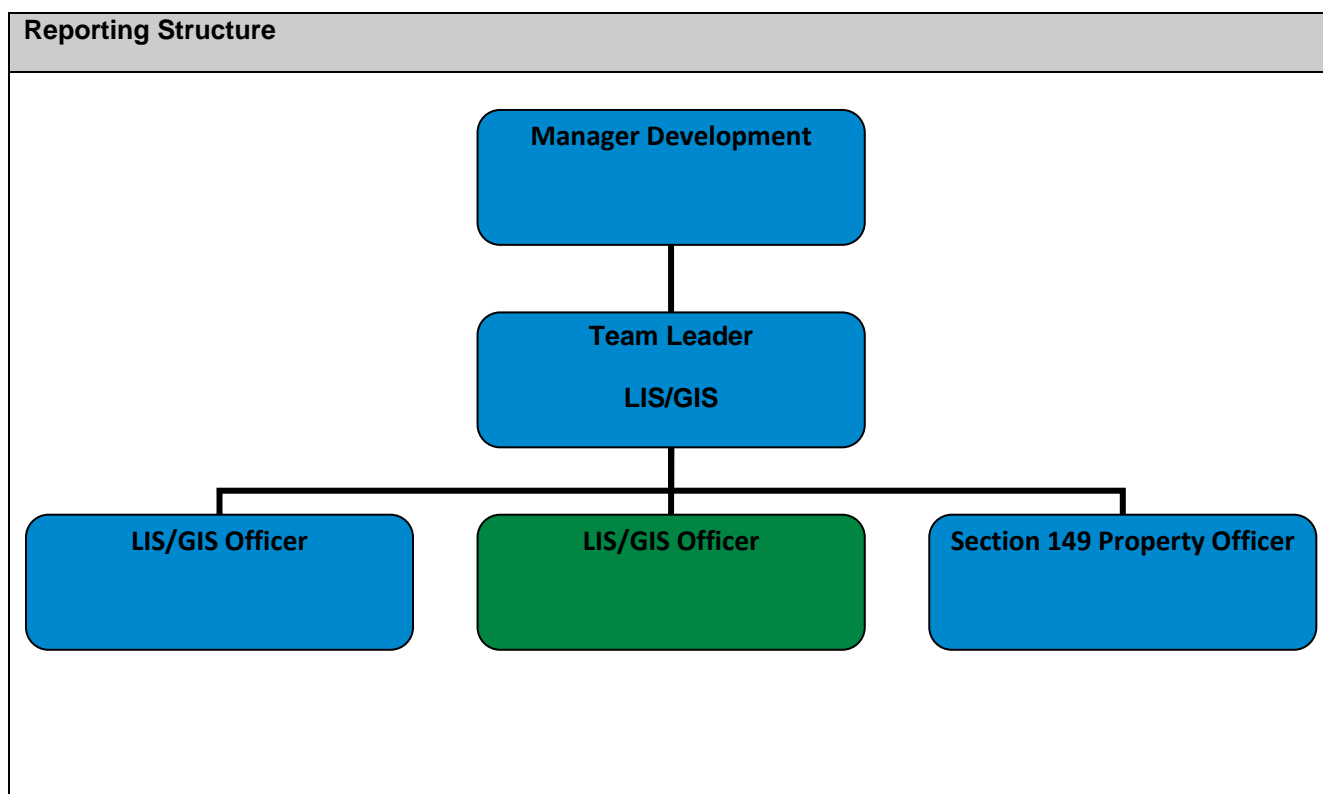


Position Description

Position Title	LIS/GIS Officer
Position Number	41064.1
Division	Development & Health
Branch	Development
Special Requirements	Drivers Licence
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager

Key Direction/s	Actively Managing Camden's Growth
Local Service/s	Development Control



Position Purpose
To contribute to the active management of Camden's growth through the provision of accurate and detailed Land information and Geographic Mapping information.

Key Result Areas

- GIS/LIS Services
- Branch activities
- Customer service
- Corporate core values.

Key Duties & Responsibilities

GIS/LIS Services

- Assist in the creation and update of quality standards of GIS data set information
- Assist with maintenance within property module, including production of S149 certificates
- Assist with complex mapping and report production to provide hardcopy output.
- Assist with house numbering, street name and site inspections.
- Provide administration and user support for Council's GIS systems
- Provide instruction on the use of mapping systems.
- Prepare plans and attachments for Council's business paper.
- Prepare materials for displays and workshops.
- Ensure decisions are made in accordance with sound professional practice
- Negotiate timeframes to meet conflicting priorities
- Communicate effectively with customers to determine information requirements.

Branch Activities

- Work collaboratively with on projects when required.
- Act in a relief capacity for the team leader when required.
- Other relevant duties which may be required by the Team Leader or Manager from time to time

Customer service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate core values.

- Continuously display Council's corporate core values of Leadership, innovation, partnership, commitment and customer focus.

Essential and Desirable Criteria

Essential

- Tertiary qualifications or relevant industry experience in GIS/LIS related field.
- High level communication skills

- Ability to translate business needs into technical solutions.
- Data analysis skills and report writing experience
- Experience translating and converting GIS data formats and projections.

Desirable

- Demonstrated experience in LIS/GIS systems
- Practical knowledge of NSW Land Titles system.
- Experience in Microsoft applications.
- Experience in group presentations and training.

OHS Responsibility

Act in accordance with OHS legislation and Council workplace health and safety policies at all times

Prepared By

Team Leader LIS/GIS

Date Prepared

January 2012