



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS WEB GIS DEVELOPMENT OFFICER (BS-17) IN THE MINES & MINERALS DEPARTMENT (CASE NO.15H2019)**

### **Main Responsibilities and Tasks**

1. Manage data conversion, design, development, training and quality assurance for GIS software systems applications.
2. Develop, implements and manages GIS data and its organizational structure/database environment. Analyzes and interprets spatial data used in the production of maps, reports, and other products.
3. Manage activities involving GIS projects. Develops and implements methodologies for creation and use of spatial data, including digitizing, editing, coding and annotating line, point and polygon data.
4. Consult with departments in the development of their GIS plans, goals and objectives.
5. Coordinate GIS activities between the company and other external agencies. Retrieves processes and analyzes archive spatial data.
6. Provide training for staff in the use of GIS.
7. Designs, develops, and maintains GIS production schedules. Manages and monitors project progress to ensure timely completion of projects.
8. Design GIS project methodology for assigned projects to include the primary staff assistance in identifying needs and acquiring GIS products and services.
9. Function as database administrator for all GIS related processes and projects. May participate in special projects working with special requests, special report preparations and GIS presentations.
10. Determine budgetary requirements for GIS systems and provides long-range planning related to GIS.

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