

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

GIS Division

DEFINITION

Under general supervision, assist with the development and maintenance of core GIS functionality and datasets; develops and deploys web-based GIS services, maps, and tools; provides support to GIS staff and other end-users; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the mid-level position which is primarily responsible for the management of agency core data, oversight of our web GIS platform, and mapping and analysis as required by internal and external customers. Incumbents work independently and with general direction to ensure smooth operation and use of the agency's GIS resources within the departments we support. Incumbents must be able to manage small-medium sized projects with limited support and direction from senior staff. A high-level view and broad understanding of the use cases, implementation opportunities, and technology direction of GIS is expected of candidates in this position.

REPORTS TO

GIS Specialist III
GIS Manager
Information Technology Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None, though some mentorship of the GIS Technician series may be assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

- Develop and maintain geographic datasets using standard ArcGIS for Desktop tools
- Provides advanced level project mapping and analysis support on an as-needed basis
- Manage and administer the agency's web-based GIS presence using appropriate tools and platforms
- Use the ArcGIS product suite to build and deploy maps and applications on the web and mobile devices
- Coordinates with departmental Tech Leads to effectively implement GIS within their daily operations
- Analyze and interpret geographic and tabular data to assist with operational decision making, including preparing information, graphics, and files needed by other departments or external customers
- Execute pre-written Python scripts to perform tasks or maintenance by modifying pre-existing Python variables located in a script
- Install, upgrade, and support desktop GIS software for users, both in-person and using remote sessions
- Supports the development, evaluation, and implementation of standards, procedures, policies and documentation
- Assists with training for agency users
- Coordinates user group meetings, and attends trainings & seminars to gain subject area knowledge
- Maintains confidentiality
- Performs other duties as assigned

QUALIFICATIONS

Thorough knowledge of:

- ESRI's Desktop product line, beginning with the 10.x release
- Data development and editing skills within the ArcGIS Desktop environment
- Analyzing data and developing effective reports and map visualizations to impact operational decisions

Working knowledge of:

- ArcGIS Online or Portal for ArcGIS
- ESRI Geodatabase data model
- Writing structured database queries in SQL or similar language
- Effective utilization of GIS for common business practices
- GPS technologies, associated software utilities, and their applications or use cases

Some knowledge of:

- The components, capabilities, and applications of Esri's ArcGIS Enterprise suite
- Python scripting and ArcPy for ArcGIS
- Methodologies to integrate GIS into various applications, systems, and web services
- Basic elements of HTML and CSS for web design and integration of GIS
- Interpreting legal descriptions for physical property as it relates to GIS-based parcel management

Ability and Willingness to:

- Develop and maintain corporate GIS datasets and support other GIS users in editing and data maintenance
- Develop, deploy, and support basic web-based GIS applications and tools
- Serve as a change agent who works to effectively implement GIS within the departments we support
- Support the user community and other GIS staff through training and mentoring
- Maintain metadata and GIS documentation
- Assist with strategic planning efforts
- Make group presentations
- Work alone and in a small team environment, with limited supervision
- Maintain a high level of education and knowledge of current and future GIS applications
- Effectively represent the County's Information Technology Department
- Serve as a Disaster Service Worker during certain emergency situations
- Establish and maintain cooperative working relationships
- Maintain confidentiality, where necessary

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

A recently completed Bachelor's or Associate's degree or certificate in a field that had formal GIS training as part of its curriculum and two (2) years of experience working with technology referenced herein;

OR

A minimum of three (3) years of experience working as a GIS Technician III or equivalent with the ability to demonstrate advanced editing and data management skills, as well as knowledge of web GIS technology.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds on an occasional basis and in excess of 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; exposure to electrical energy and dust; frequent contact with staff and the public.

SPECIAL REQUIREMENTS:

- Satisfactory completion of a Department of Justice background investigation.
- Possession of a valid driver's license.
- May work other than a normal 8:00 AM to 5:00 PM shift.
- May drive in excess of 100mi/day

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 70