

# GIS Analyst

## INTRODUCTION

Under general supervision, the Full-Time Geographic Information Systems (GIS) Analyst will perform technical GIS spatial analysis, data input and maintenance, database and geodatabase creation, design and production of a variety of GIS-based information products, GIS website updating and maintenance, and GIS projects for multiple departments. This position consists of using both GIS and CAD software and includes a wide variety of duties including analysis, editing, research, and education. This position provides support for the GIS Coordinator and reports to the GIS Director.

## FUNCTIONS

- Capture and collect GIS data
- Update, manage, and maintain the GIS data and metadata
- Update online GIS data
- Perform GIS spatial analysis
- Perform GIS data quality control by checking for completeness or accuracy and correcting errors and omissions in the data
- Create and update digital and paper maps used for websites, various departments, and outside entities
- Generate reports from GIS data
- Database and geodatabase manipulation and creation
- Provide support for the GIS Coordinator
- Assist with formulating GIS plans
- Develop information products and applications from the GIS and related materials to meet the needs of other departments
- Fulfill requests from outside entities for spatial data and maps
- Work with users to identify new data and application requirements
- Attend and participate in work-related meetings and committees
- Provide technical expertise, user support, and user training
- Research various subdivisions, legal lots, parcels, easements, and right-of-ways
- Assist with research and education for professional development
- Assist with data capture (GPS) for section corners and topo surveys
- Perform other tasks and projects as requested

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Possess excellent written and oral communication skills
- Ability to understand and apply cartographic design and production
- Ability to work with multiple departments
- Ability to work independently on multifaceted projects
- Ability to read and interpret legal descriptions, surveys, maps, blueprints, layouts, or other visual aids

- Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work
- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement
- Be familiar with programming languages applicable to GIS and database use
- Present facts clearly and accurately in graphic form

#### **DESIRABLE TRAINING AND EXPERIENCE**

- Completion of a Bachelor's Degree in GIS, Geography, Information Systems, Surveying, or related field
- 2 years GIS, CAD, or land surveying experience

#### **MINIMUM TRAINING AND EXPERIENCE**

- Successful completion of course utilizing ArcGIS or AutoCAD software
- Course work in GIS, Geography, Information Systems, Surveying, or a related field
- Other combinations of experience and education that meet the minimum requirements may be substituted