



GIS ANALYST

DEFINITION

To perform a variety of technical duties in support of the City's information technology division; to assist in the maintenance and administration of the day-to-day operations of the Cities Geographic Information Systems (GIS) functions.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Senior Applications Analyst or his/her designee. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTION:

Design, develop, maintain, administer, modify and troubleshoot the enterprise geodatabase architecture. Design, develop, maintain, administer, modify and troubleshoot geoprocesses for collecting, integrating, collating, and verifying geospatial data for use within the enterprise geodatabase architecture fabric. Maintain, administer, modify and troubleshoot the web mapping presence, including internal and external web mapping applications. Provide support for ArcIMS and ArcGIS Server. Create, configure, publish and manage ArcGIS Server image, map and data services. Complete GIS web mapping application development project management activities to include defining requirements, estimating resources, testing, and documentation, and fostering adoption. Serve as support for geodatabases, mapping applications, mapping functionality, usage, security, access and availability; database security access and availability. Perform data collection and produce reports, maps, or other products. Implement minor system upgrades and modifications. Test programs to ensure correct operations and no adverse impact affects programs or systems. Integrate and configure systems as needed. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the workplace. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures.. Provide on-site GIS support for emergency response drills and incidents. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City

standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices trends, and terminology; including computer system operations, maintenance. GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. ESRI or similar remote sensing/GIS software, such as ArcView, ArcEdit, and ArcInfo. Digitizing and data manipulation procedures for geographic information systems... Principles, practices and techniques related to database management, geography and cartography, and GIS application and design Standard testing and troubleshooting techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques.

Skill to:

Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Use graphic instructions such as blueprints, layouts, or other visual aids. Train and monitor departmental staff in the operation of existing or new systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Present facts clearly and accurately in graphic form.

Ability to:

Become familiar with industry-specific terminology and symbology (such as water and wastewater or planning and zoning). Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints, and engineering plans. Travel across rough, uneven, or rocky surfaces when conducting field inspections. Prepare and maintains complete files, records and documentation of work performed.. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with major course work in computer science, Geography, or a closely related field. Possession of specialized certificates in GIS related disciplines may be substituted for some or all required college education.

Experience:

Three years of experience performing duties of a GIS Technician for a large organization or municipal government.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: