



CLASS SPECIFICATION FOR:

GIS Analyst I

General Statement of Duties:

Provides basic technical support to end users of geospatial information systems (GIS); creates, edits and maintains assigned geospatial layers and related data; performs related work as required.

Distinguishing Features of Class:

An employee in this job classification may be assigned to the County's centralized IT Department or a specific department; provides basic technical help and support to end users of the County's GIS system in departments Countywide; creates and maintains assigned geospatial layers and related data, features, and images; and performs basic spatial/database analyses, geoprocessing. Non-routine issues are referred to more senior GIS Analysts or GIS Manager for assistance or to handle as needed. Work is typically performed under the direction of the Department IT Manager or the GIS Manager.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Provides basic first line support to end users responsible for using and maintaining assigned layers in the County's GIS system in departments Countywide to ensure consistent application of cartographic principles to ensure that products are technically correct and meaningful so that end users can accomplish business tasks and support customers;
- Provides routine first level technical support to maintain basic and interactive maps and support for GIS-enabled systems, applications, software and related peripherals Countywide;
- Creates and maintains assigned geospatial layers and related data;
- Creates and maintains related technical documentation;
- Performs basic spatial/database analyses and geoprocessing;
- Assists with special projects as assigned, may handle special projects with instruction/guidance as assigned;
- Assists end users, which may include internal staff and public users, in accomplishing basic GIS tasks;
- May train staff in other departments to perform basic GIS operations;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Maintains a current working knowledge of GIS systems and applications as well as related hardware, software and peripherals used by the County;
- Attends all scheduled training and meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires basic knowledge of GIS theory and practice and basic GIS analytical and geoprocessing functions; ability to use visual design and layout techniques to present GIS materials; cartographic knowledge with strong skills in the application of cartographic principles and techniques; basic knowledge of established best practices for geospatial data editing and attribution; basic proficiency in ArcGIS Desktop versioned data editing, toolbox geoprocessing, map layouts, and relational database concepts; basic working knowledge and understanding of County's operational needs and end-users' needs related to geospatial systems, applications and tools; good problem solving/troubleshooting skills and the demonstrated ability to synthesize data provided by end users, identify technical issues, identify and implement appropriate resolution to solve a variety of technical issues; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; ability to express ideas clearly and concisely, orally and in writing; ability to create and maintain accurate technical documentation; excellent interpersonal and communication skills with the ability to partner effectively and establish and maintain a good working relationship with IT staff and County staff; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as manual dexterity; personal accountability including teamwork and establishing and maintaining positive relationships with IT staff and department staff Countywide; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May require ability to work a flexible schedule or work at various locations Countywide as needed.



CLASS SPECIFICATION FOR:

GIS Analyst I

Minimum Education and Experience:

Education: Two-year degree in GIS, computer science, geography, or other relevant IT field of study;

Experience: Two (2) years of relevant work experience with geospatial technologies, ESRI ArcGIS, including geoprocessing, raster analysis, Python, relational databases, automating workflows;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to provide support at various locations Countywide.