

NEWTON COUNTY GOVERNMENT

CLASS SPECIFICATION

TITLE: GIS ANALYST **CLASS CODE:** 0235
DEPARTMENT: GIS **DATE:** 7-10-19

JOB SUMMARY:

Performs professional level work related to the development, implementation, and maintenance of the County's geographic information system (GIS). The GIS Analyst works within the GIS Department and helps maintain numerous map layers and databases, performs geospatial analysis, and produces high-quality cartographic products for the general public, elected officials, and County staff.

ESSENTIAL JOB FUNCTIONS:

Develops, edits, and maintains a multi-user enterprise geodatabase (SQL Server) within a SDE environment.

Produces hardcopy maps for internal and external customers.

Provides digital GIS data to internal and external customers.

Performs Quality Assurance/Quality Control checks of spatial and tabular datasets.

Performs GIS software installations and upgrades.

Monitors developments in the field of GIS to determine potential effect on the enterprise GIS and recommends procedural and equipment changes to ensure proper efficiency.

Attends relevant training and user group meetings to further his/her knowledge of GIS.

Operates GPS (global positioning system) surveying equipment to acquire map and survey grade coordinate and elevation information.

Publishes and maintains map services.

May develop web and mobile GIS applications.

May perform website maintenance.

May make presentations about and provide training to coworkers and representatives of outside jurisdictions regarding the County's GIS.

May perform cadastral drafting for assessment purposes.

May drive a personal or County vehicle to attend meetings, training, and conferences.

May direct the work of and instruct GIS technicians (and interns) in performing data entry and mapping work.

May perform other related GIS duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicles	Personal Computers	iPad or Android tablets	GPS
Scanners	Printers	Wide Format Plotters	CAD Software
GIS Software			

MINIMUM QUALIFICATION REQUIREMENTS:

All candidates to fill a vacant position in this classification must meet the following minimum requirements:

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in Geography, GIS, Computer Science, Civil Engineering, or related field,

Four years of progressively responsible GIS experience and training that provides the required knowledge, skills and abilities, or;

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

GISP Certification or Esri Technical Certification is desirable.

Knowledge of:

Principles and practices of cartography, including applicable GIS software (ideally Esri ArcGIS products including Desktop, Server, Online, and Pro; or Autodesk AutoCAD).

Principles and practices of mapping, coordinate systems, projections, and scale.

Principles and practices of GIS database design and management.

Principles and practices of spatial analysis.

Basic surveying and civil engineering principles and practices.

Applicable laws, codes and regulations.

Skill in:

Implementing GIS projects and applications.

Administering data, which includes: designing and creating physical and logical data structures, loading data, and creating and managing geodatabases.

Instructing non-technical users in work procedures.

Analyzing user systems and developing and programming applications to meet those needs.

Preparing clear and concise program documentation and user procedures.

Working without close supervision in standard work situations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Planning, conducting, coordinating and implementing complex GIS conversion projects for various County departments, as well as other local agencies.

Organizing own work, setting priorities, meeting critical deadlines, and documenting work activities.

Using initiative and independent judgment within established procedural guidelines. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Mental and Physical Abilities to:

Read, analyze, and apply technical manuals for use of computers, software applications and technically advanced equipment.

Read maps and land records (e.g. deeds and plats).

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Communicate clearly and effectively, both orally and in writing.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Must be able to facilitate between various County departments.

Hearing ability sufficient to understand conversational tones and respond to telephone ringers.

Vision ability sufficient to see shapes and outlines of close objects color recognition required.

Vision ability to see and interpret typed documents and computer screen at close range.

While performing the essential functions of this job the employee is regularly required to walk indoors and outdoors, sit at desk and in vehicle or equipment, stand for long periods of time, reach with hands and arms; bend, crouch, kneel, stoop, and stretch.

While performing the essential functions of this job the employee is not regularly required to move or lift objects greater than 10 pounds and up to 50 pounds (GPS equipment).

Working Conditions:

While performing the essential functions of this position the employee will be in an office environment 90% of time, and exposed to outside weather conditions for surveying and (GPS) work 10% of time.

The noise level in the work environment is usually moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

I have been given a copy of my job title classification for the position in which I am being employed. I understand this job title classification shall not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of my job. I also understand that I may be requested to perform job-related responsibilities and tasks other than those stated in this job title classification.

Employee Signature

Date

file: GIS Analyst