

## GIS ANALYST

### NATURE OF WORK

This is professional and technical work processing, integrating and maintaining geographic and temporal data, creating and updating computerized macros, and producing advanced level cartographic materials utilizing advanced Geographic Information System (GIS) technology.

Work involves integrating, updating and maintaining GIS records and producing advanced-level digital file and hard copy maps. Work also involves assisting in the development, implementation, modification, and maintenance of GPS and GIS data processing systems; creating and maintaining ARC Macro Language files; and developing special reports for agencies with City and County government, private citizens and community organizations. General supervision is received from an administrative superior with work being reviewed in the form of results achieved.

### EXAMPLES OF WORK PERFORMED

Develops, coordinates and maintains GIS graphic and associated database files in ArcInfo, ORACLE and other software as applicable

Designs and coordinates the development of integrated GIS data sets, linking both spatial and non-spatial data for special projects, detailed studies and GIS server enhancement.

Maintains existing geo-spatial data sets on the GIS server using ArcInfo and/or ArcView software and its related sub-modules.

Produces and maintains graphic output in the form of maps, charts and other presentation materials for the City Council, County Board, Planning Commission, general public, developers, consultants and other miscellaneous board and committees.

Maintains and keeps up-to-date all digital files which are for sale to private agencies and individuals; writes projection files in AML to accomplish reprojections and conversions.

Assists in the calibration, maintenance and use of computer models to determine the environmental, fiscal and other impacts of various development proposals and other impacts various planning documents.

May train others in the use of the ArcView GIS-software package; ensures written documentation is distributed to participants.

Maintains and troubleshoots various hardware and software.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of software, hardware and computer operating systems and utilities used as the tools of program development.

Considerable knowledge of mapping techniques and procedures as related to the creation, revision and updating of maps within area of responsibility.

Considerable knowledge of ArcView and/or ArcInfo computer software.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

Ability to work independently on a variety of assigned projects with only periodic and general supervision and instructions.

Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with coursework in computer science, planning, geography or related field and four years of experience working with computer software, hardware and operations systems related to geographic information systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.