

## **GIS ANALYST**

### **JOB PURPOSE AND SUMMARY**

To perform research analysis, design and creation of new models for use in the Geographic Information System; to resolve operational problems and assist in training GIS Technicians and Operators.

Receives direction from the GIS Manager. May lead the work of GIS Technicians and Operators.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** - Duties may include but are not limited to the following:

- Design and implement computer interface capability with other systems.
- Determine basic format for data entered into the data base.
- Design program for specifications.
- Instruct and inform GIS Technicians and Operators in formatting data entered into the system.
- Provide daily direction and guidance to GIS Technicians and Operators.
- Apply coordinate geometry in the creation of mapping products.
- Examine requests for mapping products and determines method of using GIS to meet the request.
- Establish specifications for a variety of maps within the database.
- Establish and maintain data directory, perform back-ups; purges and file compressions.
- Produce schemas, macros and tables and develop documentation.
- Perform related duties as assigned.

## **QUALIFICATIONS**

- Two years of experience in the programming and use of the ARC/INFO computer-aided mapping geographic information system software.
- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in geographic land planning, engineering or a related field.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

**Knowledge of....**computer-based Geographic Information Systems (ARC/INFO in particular); principles and practice of cartography; local, state and federal sources demographic data; coordinate Geometry, statistics and spatial data analysis; geobase theory and function as it relates to provision of services and computer-assisted production of maps; legal descriptions, instruments of title and other records related to property maps.

**Ability to....**comprehend and analyze data base systems including department and user equipment and software; operate and use various computers; computer aided devices and software such as graphic work stations PC's, digitizers and ARC/INFO; identify and determine format for data for input to the data base; analyze information and evaluate its applicability to the GIS; train and instruct others in the use of the system; provide daily guidance to others. Communicate orally and in writing; present information in cartographic and statistical formats; establish and maintain working relationships with the public, staff officials, and employees of other departments and jurisdictions.

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