

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, GRADE 11  
40 Hour Week

### GIS ANALYST

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized geographic information systems (GIS) and computer aided drafting and design work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible technical computer aided drafting, computer aided addressing and geo-referenced database maintenance, digitizing of maps, and drawings. Work involves the application of GIS and computer aided drafting skills and knowledge. An employee in this class is assigned the responsibility for special projects or specific tasks from their initiation to their approval. The work is performed under the general supervision of the GIS Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for preparing and analyzing written or computer data, operations of machines, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker may be subject to adverse environmental conditions.

#### EXAMPLE OF WORK: (Illustrative Only)

Design and development Custom Software/Extensions that would be compatible with ESRI products

Generate reports and queries

Create scripts in SQL, Python, Javascript

Define and document application requirements

Coordination of County business systems (HTE, New World, CAMA in the GIS environment)

Create, Maintains and upgrade Web Applications

Prepare major and minor subdivision and land development plans for inclusion on or change to the assessment rolls or subdivision and street name;

Provide training and assistance to new employees with GIS responsibilities;

Collaborate on design and development of geo-referenced data bases for GIS applications; Update map books and maintain database;

Plot, coordinate, and make graphic representations of variety of land features and utilities upon maps from field notes or data;

Perform detailed cartographic research to determine property line delineations, area and closure;

Draw and revise property ownership and utility maps of the County with respect to individual towns and cities and the sections contained therein;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced knowledge of computers; experience in design, data collection and presentation of complex planning projects in electronic format; extensive experience as project manager particularly in a planning and zoning environment; experience in software customization in an ESRI environment; knowledge of Geographic Information Systems (GIS) programs; experience in creation of web based applications. Thorough understanding of computer networks, and computer programs including digital mapping system and related peripheral equipment; ability to understand and work from oral and written directions, ability to coordinate design and plan projects; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; knowledge of planning principles; ability to communicate effectively verbally and in writing; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with at least three (5) years experience in ESRI ArcView GIS or completion of college level courses in civil or architectural engineering or drafting, or programming, latest versions of ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

Est. 07/01/15  
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