

Title: GIS Analyst
Department: Planning Services
Division/Office: GIS section



Grade 2118; Hourly position; Category: Classified; Job Code: GSA; Rev.:07/01/2021

General Description

The purpose of this position is to use mapping software to analyze spatial data and design digital maps, gather information to make decisions about how land is utilized, anticipate and catalog geographic changes and maintain the digital databases that house geospatial information.

This single group/team leader position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Trains and reviews work of GIS Technicians.
- Recommends Custom Software/Extensions that would be compatible with ESRI products.
- Collaborates on design and development of geo-referenced data bases for GIS applications
- Performs data searches and retrievals
- Extracts and organizes data
- Researches source documents to resolve missing or conflicting data
- Establishes map area and develop symbology using cartographic and design principles
- Overlays maps over aerial imagery to produce custom products and verify and correct geospatial data
- Performs standard spatial analyses such as buffering, spatial overlays and distance calculations
- Researches and corrects problems with data using spatial and logical analyses
- Converts spatial data from one coordinate system to another
- Geo-references digital maps to align with real ground locations, using survey monument, GPS and other data as controls
- Participates in developing and implementing queries, scripts, and instructions of moderate difficulty;
- Defines and documents application requirements.
- Creates, maintains and upgrades Web Applications.
- Provides training and assistance to new employees with GIS responsibilities
- Plots, coordinates, and makes graphic representations of variety of land features and utilities upon maps from field notes or data.
- Performs detailed cartographic research to determine property line delineations, area and closure.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in GIS, geography, information systems, computer science, civil or architectural engineering or related field, supplemented by four (4) years of progressively responsible experience in using ESRI ArcGIS software or possession of any equivalent combination of education, training, and experience.

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Additional Requirements:

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.

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.

Americans with Disabilities Act 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; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement