

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GIS Analyst I

Department: Varies
Pay Grade: 510
FLSA Status: Non-Exempt
Job Code: Z722

JOB SUMMARY

The purpose of this classification is to perform technical work associated with operation, maintenance, and administration of the geographic information system (GIS). Work at this level places an emphasis on more complex maintenance and analysis of spatial databases and systems applications.

ESSENTIAL JOB FUNCTIONS

- Operates and assists in maintaining the city's computerized Geographic Information System (GIS); develops GIS application programs; transfers data into GIS system; coordinates GIS projects and activities with division heads and supervises data inventory and maintenance; integrates cartographic data from numerous sources into community database; downloads GPS field data; updates data in GIS database; edits and develops GIS data for mapping; performs general computer system administration and basic maintenance tasks; coordinates with departmental and other city staff and consultants to determine needs and information requirements, and to provide technical expertise to solve complex problems.
- This position may require the configuration and maintenance of the internet mapping software (IMS) in order to publish and provide geographic and spatial information over the internet and the City's intranet: installs and configures all software, drivers, engines, servers, and other components required by the IMS: administers applications and use of the system by the public and user departments; configures software settings for optimal efficiency and accessibility; interfaces between the IT and GIS to map and link data and applications; and assists users with online accessibility issues.
- Designs, develops, and edits GIS spatial and tabular databases; creates and maintains Metadata for system; integrates database structures with the system; performs analytical

operations, limited spatial queries, and/or complex spatial and database queries; and conducts topological editing and maintenance of GIS datasets; maintains departmental software licenses.

- Analyzes complex geographic data; conducts analysis of datasets and databases; produces digital statistics.
- Plans specific work plans for database creation, management analysis report generation, and map production, and participates in development and implementation of long and short term strategic plans. Provides direction, training, and assistance to other employees regarding utilization of GIS systems; coordinates daily work activities; organizes, prioritizes, and may assign and monitor tasks and status of work, inspects completed work, and troubleshoots problem situations.
- Acts as liaison to other departments or other divisions in matters involving GIS operations and the entity's spatial data collection, analysis, mapping, and analysis needs; provides technical assistance, information, and support. Plans specific work plans for database creation, management analysis report generation, and map production.
- Produces, maintains, and updates city maps, graphics, and presentation materials: generates maps and materials using GIS system; customizes data to reflect specific information of interest to the parties requesting the materials; prioritizes projects in order to meet deadlines; produces routine documents for sale or distribution to city departments, including street atlases and other city maps.
- Maintains a clearinghouse of data pertaining to city infrastructure, streets, public facilities, subdivision plans, municipal boundaries, and other community resources: updates databases and indexes data for reference; categorizes and integrates data with GIS systems; interpolates annexations, subdivisions, highway projects and street locations into the GIS database; assures accuracy and interrelationship of all system information and data for preparation of reports and/or mapping projects.
- Provides input and guidance for data collection regarding the city's resources for use with various GIS functions; develops, plans, and updates GPS/GIS operations, methods, and databases to collect data and integrate with the GIS; trains other staff in the use of GPS and collection procedures. Edits and develops GIS data for mapping and produces digital statistics.
- Provides information and assistance to the public, other city offices, or other individuals regarding geographic data requests, GIS operations, or related issues; provides copies of maps and other documentation; assists with the interpretation of map or other GIS information; and provides information, researches complaints/problems, and initiates problem resolution.
- Researches various records and resources as needed; researches deeds, tax maps, zoning maps, or other records to determine property ownership, location, or boundaries; researches problems involving deeds, maps, addresses, or other issues.
- Prepares, completes, and/or receives various forms, reports, correspondence, technical reports, plats, deeds, graphs, presentations, database records, technical manuals, maps, master street files, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer workstation to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, mapping, geographical information system (GIS), or other computer programs; performs

routine set-up, installation and troubleshooting for computers and software; provides assistance to other computer users in the department.

- Operates a variety of specialized/general equipment and tools, which may include a GPS unit, plotter, printer, planimeter, measuring instruments, or drafting instruments.
- Communicates with supervisor, employees, other departments, customers, surveyors, realtors, title searchers, consultants, attorneys, post offices, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; while maintaining an awareness of new technologies, methods, trends and advances in the profession; reads professional literature: maintains professional affiliations: attends meetings, conferences, workshops, and training sessions as required.
- Digitizes, scans, or otherwise converts maps, plats, plans, surveys, and similar paper documents into electronic format: maintains electronic files and storage of records; distributes records as appropriate.
- Operates GPS equipment to collect and catalog data on city resources and infrastructure: identifies and locates various data points in the field; utilizes equipment to obtain geographic reference points; keeps logs and records of data points collected; downloads data from GPS equipment and attributes records with various resources lists.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or running errands.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Computer Science, Geography, GIS, or a closely related field; three (3) years of experience in the operation, administration, or implementation of geographic information systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certification in specific applications or platforms in use is preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of cartography, planimetrics, land data systems, and the principles of land planning, development, and surveying.
- Ability to operate and administer GIS applications, databases, and digital mapping and graphics software.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.