



DATE	November 2022
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Geographic Information Systems Analyst 1
 DEPARTMENT/DIVISION: Information Systems
 REPORTS TO: Geographic Information Systems Manager

SUMMARY: Responsible for maintaining the City GIS (Geographic Information System) system; provides excellent customer service in assisting departments in the use of GIS and assures the integrity and security of the database.

ESSENTIAL JOB FUNCTIONS:

- Assures the integrity, security, and performance of GIS program.
- Maintains GIS data with other City departments and outside agencies.
- Operates and maintains GIS, including components of the system database, system hardware and software, and system design.
- Follows quality control standards for GIS data layers for City departments and other agencies; follows procedures to reduce system errors and enhance system functionality and stability.
- Updates and maintains the GIS database; cleans up and corrects data and new integrated data sets.
- Compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; edits and refines GIS data-
- Provides technical support and assistance to City staff; analyzes GIS problems and implements solutions according to standards, guidelines, and procedures.
- Participates in a variety of special projects in support of departmental operations, which may include performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability-
- Performs other duties as assigned, which may involve irregular work hours, including evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles of land planning, mapping, global positioning systems, and aerial orthophotography
- Knowledge of theory, principles and practices of GIS, including data compilation and conversion, database management systems, graphics applications and overlays, and spatial models for computer analysis.
- Knowledge of public safety GIS reporting requirements
- Knowledge of government operations and processes
- Skilled in Using GIS - Esri software suite programs and application programming languages
- Skilled in ESRI's ArcGIS suite of products including ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online and ArcGIS Apps

- Skilled in customer service to departments in using GIS to address business issues
- Skilled in understanding and working with data from multiple public and private sources
- Skilled in working independently or part of a team in delivering excellent customer service
- Skilled in reading and interpreting technical documents
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Skilled in reading, interpreting, applying, authoring and explaining rules, regulations, policies, and procedures
- Skilled in preparing clear and concise reports
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in communicating effectively with a variety of individuals
- Ability to analyze technical problems and develop workable solutions

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Geography, Geographic Information Systems or related area of study
- 1 year of progressively responsible Geographic Information Systems technology experience
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements
- Must possess or be able to obtain and maintain a valid Texas driver’s license

PREFERENCES:

- 1-3 years’ of progressively responsible Geographic Information Systems technology experience
- Hold one or more of the following certifications (or substantially similar):
 - GISP
 - Environmental Systems Research Institute, Inc. (ESRI) professional certification (Desktop, Developer, or Enterprise)

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office and outdoors work environments
- Occasional lifting and carrying up to 50 pounds
- Work may be performed in a data-center environment, involving loud noise and temperature irregularity
- Work both indoors and outdoors and are exposed to cold and hot temperatures, constant noise, fume/odor hazards, road hazards, heights, and mechanical and electrical hazards.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.

- Must pass motor vehicle records check.