

JOB DESCRIPTION

JOB TITLE: GIS Analyst – 020

DEPARTMENT: Communications Systems

REPORTS TO: Communication Systems Assistant Director

Exempt position - EEO cat 3

SUMMARY:

As part of South Sound 911 and under the direction of the Communication Systems Assistant Director, this exempt, professional, technical, analytical and customer-oriented position contributes to the development and maintenance of the Geographic Information System (GIS) programs, manages, maintains, enhances and supports database conversion for use within the Computer Aided Dispatch (CAD) system and provides support to contract and partner agencies which rely on GIS technologies.

A GIS Analyst must use independent judgment and initiative and appropriately solicit the expertise of colleagues.

ESSENTIAL FUNCTIONS:

Updates GIS data systems and/or forward to agencies for updates with local and county GIS data systems. Provides direction, technical assistance, guidance, and training to other CAD team members on GIS programs. Performs GIS analysis, such as geo-coding and spatial analysis, using a variety of data sources.

Develops software and scripts to work with geographic and other data sources. Program, maintain, enhance and support GIS systems and programs.

Addresses customer information needs by developing GIS technology solutions and supporting information and technology systems.

Establishes operational procedures, standards and maintain quality assurance and control standards on GIS related function, especially as related to the CAD system.

Reviews and manages external and internal GIS data. Maintains an extensive knowledge of GIS data integration within the CAD system, public safety services and related business needs. Builds expertise and technical knowledge among co-workers as well as internal and external customers.

Applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software and system functional specifications. Provides technical guidance to user agencies, management and staff as needed.

Delivers presentations to a variety of audiences including user agencies, management and staff.

QUALIFICATIONS:

Bachelor's Degree in science, technology, engineering, geography or related field and two or more years of information technology/GIS experience required. A combination of education and experience within the GIS profession, preferably with an emphasis on public safety, may be substituted.

KNOWLEDGE AND EXPECTATIONS:

Possess technical skills to work with current technological tools and performance advanced problem solving, independently.

Facilitate teamwork and develop effective working relationships with management, peers and customers.

Comprehend GIS technologies, techniques and practices, particularly those in use by South Sound911, Pierce County and the cities/agencies within Pierce County.

Comprehend current information technologies and trends.

Understand mapping systems, coordinates and spatial data accuracies.

Skilled in the use of GIS, math, models, programming and scripting, analysis, mapping and SQL language and syntax.

Strong file management skills.

Research, verify, edit, and update databases and GIS spatial data.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Advanced working knowledge with standard suite of Microsoft Office software and database applications.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Bachelor's Degree in science, technology, engineering, geography or related field and two or more years of information technology/GIS experience required. A combination of education and experience within the GIS profession, preferably with an emphasis on public safety, may be substituted. GIS Certification and/or credential desired. Due to the confidential nature and demands of this position, candidates must possess an exemplary personal history and pass a background investigation as part of the pre-conditional offer of employment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a computer terminal, use hands to and arms to reach, finger, handle, or feel, and finger dexterity necessary to operate equipment used in the position.

The employee is required to talk, see, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The ability to clarify color is also needed to perform the functions of the job. Subject to lifting up to 35 pounds; standing, bending, stooping and reaching or sitting for several hours.

WORKING ENVIRONMENT:

Employee works in an indoor climate-controlled office environment. The noise level in the work environment is usually quiet. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Work requires extended periods of concentration and sedentary work at a work station. Work is subject to frequent interruptions and normal office noise.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, printers and calculators.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	25% of time	Pulling	35 lbs.
Walking	25% of time	Pushing	35 lbs.
Sitting	50% of time	Lifting	35 lbs.
		Carrying	35 lbs.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Cynthia Shaffer, PHR, Human Resources Manager

APPROVED BY: _____

DATE: 1-24-2017