

GIS ANALYST

SUMMARY: Under general supervision, provides and coordinates complex research/data analysis, systems design, programming, and support of computer-based GIS/GPS (Geographic Information Systems/Global Positioning Systems) mapping and related statistical software. Administers selected grant-funded projects, and provides technical leadership and administrative coordination to the City of San Luis Planning and Zoning department.

ESSENTIAL FUNCTIONS: the GIS Analyst provides technical support in GIS technologies to staff at the City of San Luis Planning and Zoning department. The position involves supervised work with programs and processes associated with GIS applications and database management and requires familiarity with related techniques for the conversion, analysis management and graphical representation of spatial data sets derived from cartographic and tabular source material.

DUTIES AND RESPONSIBILITIES:

- Performs complex, integrated computer programming, data analysis, and software development for GIS applications, to include maintenance of existing systems and research/development for future enhancements.
- Designs and carries out GIS procedures, both simple and complex; performs AML programming for data creation, analysis, project reporting, data conversion, data transfer, and graphic production.
- Compiles and integrates cartographic data from a wide variety of sources for inclusion in map manuscripts; creates and edits geospatial data, using GPS and digitizing techniques; creates and edits maps, integrating a range of data formats, and using state-of-the-art technology.
- Coordinates the development and administration of grant-funded projects, to include development of technical priorities, client reporting and interface, and coordination and review of schedules and budgets.
- Interfaces and serves as a liaison with clients in the servicing of special requests and operational issues, as they arise; ensures that gis products are delivered within a timeframe acceptable to the client, and solicits feedback to improve future services.
- Develops, or assists in the development and writing of grant proposals for research projects, as appropriate.
- Leads, trains, and supervises technical staff, as appropriate, in carrying out GIS analytical procedure.
- Oversees, guides, and coordinates research and publication activities of staff, to include assistance with report preparation and Internet-based materials.
- May participate in the overall management and administration of all aspects of the operating unit.
- Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education and/or experience equivalent to five (5) years' experience in gis related fields or Bachelor's degree with 1 to 3 years experience directly related to the duties and responsibilities specified.
- Knowledge and understanding of integrated GIS/GPS principles, systems, and technologies.
- Knowledge of project management principles, practices, techniques, and tools.
- Advanced computer programming, data analysis, and software development skills.
- Ability to utilize and macro-program in SAS, ARC/INFO, and/or comparable statistical/analytical programs.
- Knowledge of cartographic principles and standards.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of GPS and cartographic data collection techniques.
- Knowledge of the Internet, and ability to develop website documents.
- Knowledge of current technological developments/trends in area of expertise.
- Proposal and grant writing skills.
- Ability to evaluate and interpret end user information requirements, and to develop appropriate systems and/or applications solutions.

- Knowledge of geographic, statistical, mathematical, and computer science theory, methodology, applications, and techniques.
- Knowledge of IBM mainframe, UNIX workstation, PC, and Macintosh operating systems.
- Ability to provide technical leadership to professional staff and/or students in area of expertise.
- Knowledge of government research and report-writing processes, formats, and standards.

DISTINGUISHING CHARACTERISTICS:

Position requires: a) Working knowledge and understanding of integrated GIS/GPS principles systems, and technologies; b) advanced computer programming, data analysis and software development skills; c) development and writing of grants; d) serving as liaison to produce and deliver client requests; and e) knowledge of cartographic, geographic, statistical and mathematical theory.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work is normally performed in a typical interior/office work environment.

No or very limited physical effort required.

No or very limited exposure to physical risk.

Receipt of job description

I have received a copy of this job description on _____ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Printed Name

Employee Signature