

CITY OF LAKE ELSINORE

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

DEFINITION:

Under general direction, performs advanced geographic information tasks and projects, such as creating, editing and maintaining geographic information system layers using a variety of GIS technologies; performing data analysis using GIS technologies; and producing a wide variety of maps, technical reports and related exhibits. Possesses technical knowledge and skills in data compilation and editing, spatial analysis/geoprocessing, data management, cartography, and advanced visualization. Special projects include use of economic development databases, GIS support for meeting GASB 34 reporting requirements, and public safety/GIS integration. Collaborates at a technical level with the Information Systems Analyst on enterprise GIS administration and database integration requirements. Facilitates the implementation of enterprise GIS tools and user training. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

This full time position distinguishes itself from the Information Systems Analyst position in professional GIS experience, education and training. The incumbent is primarily responsible for developing, analyzing and maintaining computerized geographic information and producing associated exhibits, maps and reports for a variety of departments in an enterprise GIS setting. The incumbent possesses expert skills using ESRI applications and related GIS technologies. The incumbent will work collaboratively with the IS Analyst in the development of an enterprise GIS system with integrated database functions to serve users in various departments.

SUPERVISION RECEIVED/EXERCISED:

This position is directly supervised by the Assistant City Manager. The position does not exercise direct supervision, but is expected to interact with a variety of individuals in other departments on various work assignments. The incumbent will facilitate training in GIS principles and tools for enterprise GIS users and may provide guidance to consultants, vendors, or interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Utilizes GIS software to perform spatial analysis for projects assigned by the Assistant City Manager and department management staff.
- Prepares and updates customized maps, diagrams, exhibits and technical reports.
- Prepares written and oral reports or presentations using a variety of GIS tools and PC applications.

- Utilizes GIS and business database software for economic development and marketing.
- Updates and maintains GIS layers and performs quality control check on mapping products and GIS data layers to ensure accuracy and consistency with GIS database.
- Creates metadata and works with user data providers to generate appropriate metadata.
- Operates and maintains GIS hardware and software, including user licenses, plotters, scanners, digitizers, GIS workstations and ordering of supplies.
- Interprets data needs of departmental managers and translates into goals, objectives, and specifications for implementation of enterprise GIS services.
- Works closely with IT systems staff on GIS and enterprise system integration.
- Meets with the IT Committee and others to assess enterprise geographic information needs and user requirements.
- Evaluates and makes recommendations for purchasing new GIS or third party database software and upgrades to existing GIS software and technologies.
- Provides user training of GIS tools that may be deployed to other department users.
- Assists the public, City staff and other governmental agencies with GIS services and GIS-related Economic Gardening/Economic Development support materials.
- Special projects include use of economic development databases, GIS support to meet GASB 34 reporting requirements, and public safety/GIS database integration.
- Obtains field data using GPS equipment and performs data capture, conversion and integration.
- Maintains necessary records for GIS administration, budgeting and project tracking.
- Works with IT staff, GIS professionals in other agencies and/or GIS consultants to develop, enhance and improve enterprise GIS services provided by the City.
- Attends city meetings as required
- Attends GIS related training sessions, seminars, meetings, and conferences.
- Participates in the City's Information Technology committee and related project team(s), prepares and presents technical information for the City Council, RDA and City commissions.
- Acquires new skills and knowledge for keeping current with GIS technology developments (e.g., enrolling in GIS technology classes, attending GIS technology/professional conferences).
- Performs other duties as assigned.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Works indoors in a typical office setting, this position entails exposure to confined work space and electrical hazards; CRT, VDT, OR LCD use for extended periods of time. Sufficient clarity of speech and hearing, with or without reasonable accommodation, to communicate effectively in person and using a telephone; Sufficient vision, with or without reasonable accommodation, to observe visually displayed information; Ability to adjust focus and use hands and fingers to handle and maneuver objects; Strength and ability to safely move and/or lift equipment or supplies weighing up to 25 pounds; Sufficient manual dexterity, with or without reasonable accommodation, to operate computers and related equipment requiring continuous repetitive arm-hand motion; Sufficient agility to walk, stand, sit, bend, stoop, crouch, twist, kneel, crawl, climb; Sufficient personal mobility, with or without reasonable accommodation, to function in a general office environment; Ability to operate a vehicle safely.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an GIS Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of a Bachelor's degree from an accredited university or college in either GIS, geography, cartography, computer science, or a closely related field, and three years or more of verifiable work experience in a professional GIS position with responsibilities for developing and maintaining GIS databases, producing complex maps, and working extensively with ESRI products (e.g., ArcView, ArcInfo, ArcGIS, and others).

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Certification or comparable evidence of advanced training in GIS technology.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

GIS theory, function, tabular and special data analysis; knowledge of ESRI product line; knowledge of GIS programming and customization techniques; working knowledge of databases and cartographic techniques; knowledge of mathematics and statistical analysis, including principles of algebra, geometry, and trigonometry; applicable Federal, State and local laws, codes and regulations; municipal operations, policies, and procedures.

Skill in:

Written and verbal communication; modern office methods and computer typing skills; competency using ESRI applications (e.g., Arc View, ARC/INFO, ArcGIS, MapObjects, ArcExplorer, ArcIMS, ArcSDE); use of business database applications related to GIS AND

marketing or business development (e.g., iMarket, infoUSA and County of Riverside EDD data.)

Ability to:

Establish effective working relationships with all levels of the organization; understand and follow oral and written instructions; work independently; prioritize work activity on various assignments; perform research and prepare oral and/or written recommendations; follow the Purchasing Policy for acquiring new GIS software and technologies; handle multiple tasks; set up and maintain electronic and physical records; ability to read and follow personnel rules and regulations and related workplace policies; operate a vehicle.