



## **GIS Analyst (2912)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 19

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to contribute to the design, creation, maintenance, and management of the County's Geographic Information System (GIS).

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement, and exceeds expectations.

### **Typical Duties**

Performs varied data entry and manipulation using ESRI GIS software to create, maintain, display, and update the county's comprehensive geographic information system: produces maps and other representations of spatial and tabular data; analyzes, researches, and verifies the accuracy of information to ensure it is accurate and complete; updates and edits spatial data; maintains accurate records and documentation of work performed.

Develop GIS applications and analyzes the processed geospatial data to support decision-making processes for county management and county departments: develops and designs GIS online applications for various departments as needed; designs and/or develops QA/QC procedures for spatial data editing, metadata, cartographic productions, and GPS; captures data using GPS equipment and uploads that data for use with county GIS spatial layers.

Conducts research and related activities in support of role: researches historic properties to capture and verify GIS data; performs field research to evaluate accuracy of GPS data that is used in conjunction with county GIS layers; researches editing and cartographic tools to improve the efficiency of spatial editing, mapping, and analysis.

Assists County departments with mapping and GIS needs: performs mapping projects and analyzes data as requested; assists in GIS user training.

Interacts with the public regarding GIS related questions and issues: answers routine questions from the public and other stakeholders, assisting them to understand and use standard cadastral mapping products; receives and accurately accounts for money for the purchase of map and digital products.

Provides support to other GIS functions: supports the GIS Coordinator in projects and tasks requiring GIS reports and representations; provides input into the annual budget process for the department; assists with addressing duties as needed; serves as GIS Department lead in the absence of the GIS Coordinator.

Attends and participates in training opportunities to enhance skills and to stay abreast of new trends and innovations in the field.

Performs other related duties as required.

## Minimum Qualifications

Bachelor's Degree in GIS, Geography, or a related field required, supplemented by two years of experience in using GIS software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Appraiser II certification.

## Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, toxic agents, animal/wildlife attacks, animal bites and water hazards.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created January 2024