

**POSITION: GIS ANALYST**

**POSTING: 3056-0318sr**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: GIS ANALYST**

**Posting# 3056-0318sr**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 38 \$23.08 hourly, \$1,846.25 bi-weekly, \$48,002.45 annually**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: March 13, 2018**

**CLOSING DATE: Open until filled**

**\*All applications received by March 27, 2018** will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Under general supervision of the GIS Manager, independently complete mapping projects and generate complex data to be stored in Utah County Government's geographic information system (GIS). Perform data quality and assurance activities. This position may be assigned to a functional area of responsibility such as roads, addresses, survey data.

### **DUTIES INCLUDE:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Act** as the department's expert in mapping and data generation activities.

**Lead** other employees performing mapping and data generation activities.

**Prepare** conference reports and make technical presentations.

**Design** and produce maps and other graphic products using GIS, CAD and other programs.

**Prepare** confidential information used by the County including use in civil and criminal litigation.

**Develop** mapping tools in Python and other object-oriented languages to produce maps and analyze geographic data.

**Create** and maintain geographic data sets that may either be mapping quality or survey quality that include entry, retrieval and evaluation of data usability.

**Capture** data in the field using global positioning system equipment, "heads-up" digitizing in the office, and other means.

**Perform** technical review of geographic data to determine accuracy and usability.

**Provide** maps and associated information to County departments, the public, and local, state, and federal agencies.

**Perform** analysis of geographic data sets to respond to requests from County departments, the public, and local, state, and federal agencies.

**Maintain** map plotting hardware assigned to the Department.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

- Knowledge of Windows NT/200, ArcGIS, AML, Access and other related GIS products
- Knowledge of cartography and surveying techniques
- Knowledge of project and employee leadership techniques
- Skilled in advanced reading, writing, and math
- Ability to maintain cooperative relationships with those contracted in the course of work activities
- Ability to create detailed maps
- Ability to clearly explain technical information

**REQUIREMENTS FOR EMPLOYMENT:**

- Equivalent to a Bachelors Degree in geography, cartography, GIS, or closely related field
- And three (3) years work experience utilizing Arc/INFO software or other equivalent mapping products

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.