GIS Analyst/Programmer
Job Description

Utah County
HEART of UTAH

Department:	Information Systems
Position:	Career Service
Starting Step:	53, Table 14
Supervisory:	No
Reports to:	GIS Manager

Summary

Performs complex technical coordination, program development, and management of GIS projects.

Essential Functions

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

1. Design, implement, manage, maintain, and document Geographical Information Systems using ArcGIS, ArcGIS Server, ArcSDE, Oracle, and other software.
2. Generate quality standards and maintain overall integrity of the databases.
3. Use PB, VBA, VB.NET, SQL, HTML, JavaScript, C#, Java, Swift, XAML, Python, and other programming tools to develop and maintain software and project applications for GIS.
4. Program specific applications and tools for use in entry of geographic information, data analysis, map production, and report production.
5. Develop new programs and enhance existing programs to meet the needs of various County departments and agencies including the integration of GIS data in enterprise systems.
6. Perform high-level technical review of geographic information, GIS and 3rd party software to determine accuracy and usability.
7. Capture data in different formats using global positioning system equipment and other means.
8. Document applications as they are written and modify existing documentation when needed.
9. Provide technical assistance to County departments, other government agencies, and the public in implementing GIS projects including training County employees in GIS procedures and software.
10. Perform highly responsible technical work in systems design and implementation.
11. Support operations of a multi department GIS enterprise.
12. Research and analyze new hardware and software products for County GIS use.
13. Assist management in establishing long-range direction for GIS in County.
14. Program, install and maintain software programs on personal computers, workstations and servers.
15. Assist in the hiring and training of personnel within the GIS function.
16. Respond to and resolve customer complaints and emergency problems relating to the GIS function.
17. Assist in performing system administrator duties on assigned hardware and software that may include UNIX and Windows 7-10 operating systems.

18. Adapt and update existing systems to meet user requirements.

Knowledge, Skills, and Abilities
Knowledge of ArcMap, IOS, Android, ArcGIS Runtime SDK's, C#, Java, Swift, ArcGIS, ArcObjects, SQL, Visual Basic, Internet Map Services, and related GIS products and languages
Knowledge of and proven skill in relational database systems including Access, Oracle and Info with ArcSDE and Spatial
Knowledge of computer operating systems including UNIX, DOS, and Windows 7-10
Knowledge of computer programming and design techniques
Knowledge and skill in maintaining software that may reside on personal computers, workstations, and servers
Knowledge of civil engineering, cartography, cartographic principles, surveying and drafting
Skilled in utilizing geographic information systems
Skilled in reading, writing, and advanced math
Ability to assess priorities of other departments
Ability to maintain cooperative relationships with those contacted in the course of work activities

Supervisory Responsibility
This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment, but may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands
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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work
Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Bachelor degree in Geographic Information Systems, Geography, Planning, Computer Science, or a related field
2. Four (4) years of computer programming related to GIS

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

For Office Use Only
Class Code: 2038   Worker's Compensation: Clerical
Class Title: GIS Analyst/Programmer   Background Level: I
FLSA: Exempt   Safety Sensitive: No
Effective Date: 07/07/2017   DOT: No
Public Safety: No