



GIS Analyst

Job Description

Department: Information Systems
Position: Career Service
Starting Step: 38, Table 14
Supervisory: No
Reports to: GIS Manager

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.

Essential Functions

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

1. Act as the department's expert in mapping and data generation activities.
2. Lead other employees performing mapping and data generation activities.
3. Prepare conference reports and make technical presentations.
4. Design and produce maps and other graphic products using GIS, CAD and other programs.
5. Prepare confidential information used by the County including use in civil and criminal litigation.
6. Develop mapping tools in Python and other object-oriented languages to produce maps and analyze geographic data.
7. Create and maintain geographic data sets that may either be mapping quality or survey quality that include entry, retrieval and evaluation of data usability.
8. Capture data in the field using global positioning system equipment, "heads-up" digitizing in the office, and other means.
9. Perform technical review of geographic data to determine accuracy and usability.
10. Provide maps and associated information to County departments, the public, and local, state, and federal agencies.
11. Perform analysis of geographic data sets to respond to requests from County departments, the public, and local, state, and federal agencies.
12. Maintain map plotting hardware assigned to the Department.

Knowledge, Skills, and Abilities

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

For Office Use Only

Class Code: 3056

Class Title: GIS Analyst

FLSA: Non-Exempt

Effective Date: 07/07/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

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

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 is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to possible bodily injury when conducting field work. 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 40 hours each week 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. Equivalent to a Bachelors Degree in geography, cartography, GIS, or closely related field
2. And three (3) years work experience utilizing Arc/INFO software or other equivalent mapping products

Additional Eligibility Qualifications

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

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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 _____

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