GIS Analyst

Department/Division:	Finance and Administrative Services/IS
Reports To:	Information Systems Manager
Provides Direction To:	Not Applicable
Exemption Status:	Exempt
Date Prepared:	September 3, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under general supervision, establishes GIS program goals and objectives; leads and conducts GIS analyses and development, and presentation of reports; scans, organizes, and maintains records; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The GIS Analyst is distinguished from the GIS Technician by its broader range of GIS assignments involving more complex applications of GIS software, and its lead role in organizing and completing GIS projects.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Recommends GIS work plans and goals; coordinates and completes projects in accordance with established schedules.

2. Develops and administers GIS data warehouse, including feature data, geo-referencing, imagery, attribute data, and associated data on the GIS network, including file structure, naming conventions, and security permissions.

3. Conducts and performs geo-spatial tasks, including proximity analysis, advanced layer merging, geo-coding, geo-processing, dynamic segmentation, spatial statistics, data-driven pages, and data projections.

4. Coordinates projects and assignments with Information Systems Manager and City staff.

5. Acts as link between City and other agencies to resolve data discrepancies and to collaborate on resources to produce more reliable formats.

ESSENTIAL FUNCTIONS (continued)

6. Produces publications, including maps, reports, exhibits, atlases, and other cartographic products in digital and hard copy formats.

7. Evaluates software, products, and services for compatibility with existing applications.

8. Conducts GIS classes and training presentations for small work groups.

9. Provides static maps and dynamic mapping applications for public information purposes on the City's website.

10. Reviews and documents data input procedures, data structures, and work progress.

11. Attends and participates in professional meetings and conferences to stay abreast of GIS developments and applications.

QUALIFICATIONS GUIDELINES

Knowledge of:

Project management techniques; advanced ArcGIS applications and server software and related GIS enterprise and web software applications; geo-based mapping, marketing, graphics, and publishing applications; GIS programming, testing, and applications; GIS software, remote sensing, and programming logic and GPS applications; GIS networks; spatial analysis methods; operational characteristics and activities associated with automated mapping, database analysis, and design; land base formation and legal descriptions; geographic plotting methods, spatial statistics; customer service techniques.

Ability to:

Perform a variety of complex GIS tasks and data analysis functions; apply advanced ArcGIS and GIS software to create a variety of geo-based mapping, graphics, and present visual reports and publications; make presentations; accurately plot, enter, and revise data; research, analyze and solve mapping and technical problems involving software applications; operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics arts, and other applications software; organize, administer and complete project tasks within deadlines; communicate effectively orally and in writing; establish and maintain effective working relationships with staff, management, agency representatives, the general public, and others encountered in the course of the work.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in GIS, Geography, or a related field is required. Certification in GIS and GPS applications is required. Four years of responsible technical and analytical experience related to GIS projects, programs, and arc mapping applications is required.

Licenses; Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data and specifications; analyze and solve problems; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and interact with management, staff, and others encountered in the course of work.

WORK ENVIRONMENT

The employee works in office conditions with controlled temperature settings.