Position Title: GIS Analyst

Reports to: GIS Program Coordinator

FLSA Status: Exempt

Date: Revised December 14, 2012

Department: Public Works

Positions Supervised: None

BASIC FUNCTIONS: Under the general supervision of the Data and Planning Coordinator or GIS Program Coordinator, performs complex GIS tasks including data development, spatial analysis, custom map generation, GPS data collection and post processing, and preparing reports. Must be able to work both independently and as part of a team, meet deadlines, and produce high quality work.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in GIS, Geography, Geology, Urban Planning, or a directly related field and a minimum of two years professional experience in GIS and computerized databases.

PRINCIPAL DUTIES:
1. Designs, develops, and maintains GIS databases.
2. Performs complex spatial analyses, interprets data, and applies information to solve problems.
3. Prepares reports or technical documents based on findings of analysis.
4. Creates custom maps, map documents, and ArcReader projects.
5. Develops simple GIS applications to improve efficiency and productivity.
6. Collects and processes GPS data obtained from the field.
7. Assists GIS users in other departments with technical questions and issues.
8. Applies quality control procedures on data to ensure accuracy.
9. Work with the highest ethical standards, in accordance with RCW 42.23.020-070, 42.17.310 and the San Juan County Personnel Rules, providing courteous and timely service.
10. Performs other related duties as required.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

Knowledge of:
- GIS concepts, methods, and software (ArcGIS Desktop Basic, Standard & Advanced) at an intermediate level.
- The theories, principles, and practices related to GIS, engineering, surveying, mapping, and land use planning.
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• Geodatabase design and theory.
• Spatial analysis and topology tools and procedures.
• GPS systems and software.
• Database design and management practices.

Ability to:
• Meet deadlines, produce high quality work, and maintain a professional demeanor.
• Communicate effectively verbally and in writing to a diverse audience.
• Work independently, with minimal supervision, and exercise good judgment to ensure goals are met.
• Work effectively with others, listen to suggestions, and collectively agree on outcome.
• Create custom maps that are cartographically appealing and accurate.
• Program simple tools using Python, Visual Basic, or other programming languages.
• Demonstrate strong analytical, troubleshooting, and problem solving skills.
• Demonstrate aptitude for accuracy and attention to detail.
• Demonstrate integrity, ingenuity, and inventiveness.

PHYSICAL AND MENTAL REQUIREMENTS:

Work requires frequent sitting and operation of a computer. It also involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to differentiate colors or adjust focus.

The employee is occasionally required to lift objects weighting up to 10 lbs. or more. The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field.

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>7.5</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>.35</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.10</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td>.05</td>
<td>X</td>
</tr>
<tr>
<td>GPS Data Collector</td>
<td>4.0</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS:

Work is performed in a normal office environment and outdoors where inclement weather is possible. May be required to travel via small boat or small airplane. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.