

GIS ANALYST

GRADE 34

GENERAL DEFINITION OF WORK:

FSLA Status: Non-Exempt

Performs highly technical tasks pertaining to the utilization of geospatial and/or geographic data, maps and applications. Involves analysis and application development and/or database administration, design, creation and data management; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

GIS database management, application design, geographic analysis, map and/or report creation, data editing and maintenance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Digitizes, edits and updates new and existing geographic information systems layers.
- Assists with import/export, QA/QC and conversion of all geospatial data within the county's SDE Production and/or Publication databases.
- Analyzes and develops recommendations for enhancements or improvements to the geographic information systems.
- Provides training and software technical support for ESRI software; Arc Desktop, Arc Catalog, ArcPro, ArcGIS Online and related applications to all county staff.
- Produces custom maps, projects, reports and digital data for county departments and staff.
- Produces custom maps, projects, reports and digital data for sale to public. Assist with creation and deployment of ArcGIS online mobile application solutions.
- Provides technical support to external clients for use of the geographic information mapping applications and online internet content.
- Assist with creation and management of content accessible via Fauquier County GIS's departmental webpage and related online content.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and skill in maintaining multi-layered geographic information systems databases; thorough knowledge and skill in utilizing geographic information systems software and program configuration settings; knowledge and proper use of standard office equipment, large format plotters, scanners, tablets, and GPS data collection devices, general knowledge and skill with remote sensing, photogrammetry and digital image processing; thorough knowledge of manual and digital cartographic techniques and standards; ability to comprehend and develop technical specifications for manual and geographic information systems related products; ability to coordinate and integrate knowledge from various sources; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, geographic information systems or related field and/or minimum of 8 years' experience in the operation of geographic information systems.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

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