GIS ANALYST II JOB DESCRIPTION

Job Title: **GIS Analyst II**

Pay Grade: **120**

FLSA: **Non-Exempt**

Job Code: **GS113**

Effective Date: **October 2007**

Revision Date: **April 2023**

NATURE OF WORK

Under general supervision, creates specialized digital maps and develops and maintains the Lewis County Geographic Information System (GIS) database.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops and maintains the County's GIS databases according to department's policies and procedures; cleans up data and makes corrections in response to changes and additional data sets integrated into GIS; updates the digital data layers.
- Produces special purpose digital maps for County departments and public agencies as directed; determines and executes the appropriate sequence of data processing tasks.
- Uses established GIS software programs, commands, and compilation methods to manipulate data and generate special purpose maps and GIS products.
- Compiles and analyzes a variety of special maps, reports, and user statistics.
- Researches and analyzes recorded instruments, survey data, source maps, photographs, computer or automated mapping products, and other records to determine accurate location and names of boundaries and other map features.
- Reviews survey data, source maps, photographs, automated mapping products, and other records to determine data quality and documentation, location and names of features, and application of coordinate geometry.
- Analyzes spatial relationships, including adjacency, containment and proximity; adjusts database layers to assure spatial conformity and coincidence.
- Trains County staff and assists others with special projects; provides assistance to departments, clients, and the general public in obtaining information; researches and compiles materials and maps.
- Assists with application programming and website projects as assigned.
- Produces digital copies of County data as requested; responds to requests for information; provides technical information to citizens and County staff as authorized.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the professional level in the GIS Analyst job series; incumbents are responsible for assignments requiring technical, mathematical and computer skills, and work with a greater degree of independence than the GIS Analyst I. This class differs from GIS Analyst III in the requirements to perform all technical database management tasks, and assure the accurate consolidation and integration of data sets.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Geography, Engineering, Computer Science, or a closely related field; AND two (2) year's experience as a GIS Analyst with Lewis County.

A valid Driver's License is required. Environmental Systems Research Institute, Inc. (ESRI) professional certifications are preferred; additional technical training and certifications may be required.

KNOWLEDGE AND SKILLS:
Knowledge of:

- County policies and procedures.
- Principles of land planning, surveying, mapping, global positioning systems, and usage of aerial photography and satellite imaging.
- Principles and techniques of geographic information system software, including computerized data compilation techniques, ESRI database management systems, graphics applications and overlays, and spatial models for computer analysis.
- U.S. Geological Survey (USGS) topographic maps and other cartographic data products, and County geospatial integration practices and standards.
- Capabilities of computer systems, including networked environments and peripheral devices.
- Administration principles of network operating domains, relational databases, and specialized software applications.
- Hardware and software troubleshooting techniques.
- Cartographic design principles.

Skills in:

- Using GIS - ESRI software suite programs and application programming languages.
- Compiling and manipulating GIS data sets.
- Performing accurate data entry and mathematical calculations.
- Reading and analyzing geographic information in a variety of data formats and projections.
- Understanding and working with data from multiple public and private sources.
- Designing and producing maps and cartographic products.
- Compilation, analysis, and presentation of technical and statistical information in reports and maps.
- Interpreting technical instructions and analyzing complex variables.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.