GIS ANALYST I JOB DESCRIPTION

Job Title: **GIS Analyst I**

Pay Grade: **120**

FLSA: **Non-Exempt**

Job Code: **GS114**

Effective Date: **October 2007**

Revision Date: **September 2025**

NATURE OF WORK

Under close supervision, assists in the creation of specialized digital maps and learns procedures for the maintenance of 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.*

- Learns the development and maintenance of the GIS program database.
- Assists in producing special purpose digital maps for County departments and public agencies as directed; executes the appropriate sequence of data processing tasks according to department procedures.
- Uses established GIS software programs, commands, and compilation methods to manipulate data and generate special purpose maps and GIS products.
- Assists in compiling and analyzing a variety of special maps, reports, and user statistics.
- Assists in updating and maintaining the County's GIS databases according to department's policies and procedures; assists in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS; updates the digital data layers.
- Researches 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.
- Assists in training County staff; provides assistance to departments, clients, and the general public in obtaining information; researches and compiles materials and maps.
- 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 entry level in the GIS Analyst job series; incumbents are responsible for assignments requiring technical, mathematical and computer skills, and typically require considerable supervision and training, but as incumbents become more capable, they work with a greater degree of independence. This class differs from GIS Analyst II & 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 one (1) year of computer experience.

A valid Driver's License is required. Environmental Systems Research Institute, Inc. (ESRI) professional certifications are preferred.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Basic concepts of land planning, surveying, mapping, global positioning systems, and usage of aerial photography and satellite imaging.
- Basic 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.
- Capabilities of computer systems, including networked environments and peripheral devices.
- Basic administration concepts for network operating domains, relational databases, and specialized software applications.
- Hardware and software troubleshooting techniques.

Skills in:

- Using GIS - ESRI software suite programs and application programming languages.
- Learning to compile and manipulate GIS data sets.
- Performing accurate data entry and mathematical calculations.
- Reading and understanding geographic information in a variety of data formats and projections.
- Understanding and working with data from multiple public and private sources.
- Basic 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.