

LINN COUNTY CLASSIFICATION

TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST

NUMBER: 862

APPROVAL ORDER

PAY RANGE: 14

NUMBER: 2005-383

CATEGORY: MANAGEMENT/EXEMPT

DATE: July 12,

2005

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of routine and skilled technical work in the development and maintenance of Linn County's Geographic Information System (GIS) utilizing geographic information system software.

SUPERVISION RECEIVED: Works under the general direction of the GIS Program Manager who assigns duties and evaluates performance. The employee is responsible for carrying out tasks with a minimum of supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position; however, experienced employees may be asked to assist with the training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform small and medium size project management, meeting with GIS users to define data and application requirements. Develop and utilize GIS software products and tools aimed at satisfying user needs.
2. Convert and integrate spatial data into a wide variety of different data formats from vendor specific file formats to relational databases.
3. Develop GIS based programming tools to streamline and automate internal workload for Linn County employees. Develop GIS web based tools to aid partner agencies and the general public.
4. Perform complex analysis projects using GIS software tools and data.
5. Train and assist Linn County GIS users and project partners in developing and producing system products.
6. Provide assistance to the public and intergovernmental agencies for data transfer, project assistance and general information.
7. Produce presentation material using the GIS software and other computer applications, including but not limited to maps, drawings, charts, posters, newsletters, displays, flyers, bulletins and related matters.
8. Maintain records and build data files. Develop and utilize methods for centralizing data file management.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work , which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: General knowledge of the principles, theories, and methods of Geographic Information Systems, particularly as they pertain to GIS software; principles and practices of cartography and spatial data analysis; knowledge of GIS internet mapping services; knowledge of Windows operating systems; relational databases, networks; principles and practices of computer programming; and current developments, trends and technologies in the GIS field; and the structure, systems and functions of local government.

Competency in the operation and use of various computers and peripheral devices; proficiency in ArcGIS and its various modules, Python, Visual Basic, ArcView, MySQL and Mapserver; design database and spatial data requirements for input into the GIS; communicate effectively, both orally and in writing and to make presentations to individuals and small groups.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree from a four year college or university with major course work in geography, cartography, computer science, engineering or a closely related field, and a minimum of two years related experience in the use of a geographic information system in developing and maintaining land-based mapping applications and data, or an equivalent combination of experience, education and training which demonstrates the ability to perform the work described..

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.