

LINN COUNTY CLASSIFICATION

TITLE: GEOGRAPHIC INFORMATION SYSTEMS PROGRAMMER/ANALYST
NUMBER: 863 **APPROVAL ORDER NUMBER 2020-088**
PAY RANGE: 17 **DATE: MARCH 31, 2020**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Implement, maintain and enhance County computer systems, databases and software by providing both technical and functional support in coordination with vendors, contractors and staff. Utilize and develop County services for data organization and presentation in order to produce useful information for planning, operating, monitoring and evaluation of County activities. 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 principal responsibility of employees in this classification. An incumbent will, however, work in close coordination with other staff and will provide training and technical assistance.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and 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. Lead for GIS and desktop application software development, coordination and continuous effective operation.
2. Perform small and medium size project management, meeting with County staff to define data and application requirements. Develop and maintain software products and tools that translate County business needs into programming products useful to County staff and the public.
3. Design and produce forms and reports to record, organize and extract information from the County's computer systems.
4. Identify enhancements, upgrade and maintain server-side software for a web-based spatial-data platform to provide County staff and public access to County spatial-data services and assets.
5. Develop user procedures, conduct training for County staff and assist the public and intergovernmental agencies with data transfer.
6. Perform complex analysis projects using GIS software tools and data.

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

OTHER FUNCTIONS: This classification 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 of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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

KNOWLEDGE, SKILL AND ABILITY: Knowledge of computer technology. Knowledge of principles and techniques for data collection, data processing and data base technology. 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 and 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. Skill in organizing facts and data to present findings in a clear and logical manner. Skill in utilizing data processing techniques and practices. Ability to effectively communicate, both orally and in writing, with both technical and non-technical staff. Ability to adapt to various computer technologies.

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. A minimum of three 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.

NECESSARY SPECIAL QUALIFICATIONS: Proficiency in ArcGIS and its various modules, Python, Visual Basic, C#, JavaScript, SQL, .NET and PHP.

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 and controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.