JOB DESCRIPTION

Title	**GIS Programmer Analyst**	*Created*	June 2007
Department	Information Systems	*Revised*	Dec 2020
Job Class	A 21 4	*Safety Sensitive*	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	*FLSA*	Non-exempt

Purpose

This is a non-supervisory skilled technical GIS position that maintains, supports, and develops land information applications and produces land information products using the Geographical Information System (GIS). This position reports to the GIS Cartographic Program Manager and is housed in the Information Systems Department's GIS Division. Performs a wide variety of professional and technical project analysis and administration regarding GIS. Provides staff assistance to appointed and elected citizen groups, management staff, other departments, partner agencies, organizations, and the public.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform.

- Under the direction of the GIS Committee, GIS Cartographic Program Manager and Information Systems Manager, provide support, troubleshooting, modifications, enhancements, and maintenance of existing GIS applications, scripts, tools, and web services.
- Develop, test, debug, and maintain an array of custom web-based and mobile GIS applications, tools, and supporting web services using standard software life cycle processes for review by the GIS Committee.
- Coordinates maintenance of land information using the county GIS. May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, and survey control points using the GIS under the direction of the GIS Cartographic Program Manager and GIS Committee.
- Create and write custom county GIS application add-ins, tools, automation, and widgets for departments to do custom analysis on their GIS related data.
- Based on discussion with GIS users, produce custom maps of land information to meet specific county GIS user needs.
- Under the supervision of the GIS Cartographic Program Manager, answer inquiries from county staff, the public, and outside agencies concerning the county GIS.
- Under the supervision of the Information Systems Manager, perform routine operating system administration to include but not limited to: System backups, account management, and print maintenance.
- Resolve and troubleshoot GIS-related problems.
- Administer and develop web maps and apps.

- Coordinate with the GIS Cartographic Project Manager and GIS Technician.
- Research, collect, record, analyze, interpret, and summarize statistical information; prepare GIS maps, analyses, and reports; and establish and maintain a comprehensive database.
- Keeps immediate supervisor and designated others accurately informed concerning work progress including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attend meetings, conferences, workshops, and training sessions. Review publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Make sound independent decisions within established policy and procedural guidelines.
- Under the supervision of the GIS Cartographic Project Manager, GIS Committee, Information Systems and Assessment & Taxation, assist in the development of cartographic and digital standards of the county GIS.
- Train county staff in basic GIS operations. Establish and maintain working relations with county staff, the public and outside agencies.
- Performs other related work as required.
- Follow all safety rules and procedures established for work areas.

Mandatory Qualifications

College degree or equivalent in GIS, cartography, natural sciences, or related field with one year of college course work related to cartography or geographic information and 3-5 years' GIS experience with 3+ years' programming and maintaining applications within ESRI's 10x ArcGIS Desktop and ArcGIS Pro environment, or an equivalent combination of experience & training.

Requires the knowledge of application development methods to complete needs assessments, data modeling, and system design. Cartographic principles and practices in the preparation of appraisal maps; mathematics, including algebra, geometry, and coordinate geometry; legal property descriptions, basic surveying terms; principals of Geographic Information System including entry/updates, analysis, and map production; familiarity with a programming language such as Python and JavaScript; a working knowledge of relational databases (SQL Server preferred). Also requires the ability to develop application systems, design GIS data structures, develop program priorities and alternatives. Experience in modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, such as Microsoft Office, and advanced GIS concepts and applications. Communicate effectively both orally and in writing.

Desired Qualifications

Experience with creating map services; administering ArcGIS Server, Portal and Web Adaptor; building online web apps using the ESRI product suite.

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.

Working Conditions

Typical working office environment.

Supervisory Responsibility

Supervision of employees is not a normal responsibility of this class. However, the employee provides technical assistance, training and coordination to GIS users.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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