



Class Title: GIS Analyst/Parcel Editor

Pay Grade: 7

FLSA Designation: Covered

Established: 03-09

Revised: 04-11

Class Summary/Primary Function

The primary function of an employee in this class is to assist in maintaining a GIS database; develop and maintain a parcel cadastre in conjunction with the Assessor's office; maintain standard publication maps for internal and external use; provide technical assistance to GIS users; and, perform spatial analysis, prepare reports and cartographic representations. The nature of the work requires the employee to be detail oriented with excellent public relations skills. The work is performed under the direct supervision of the Planning Administrator with latitude for independent judgment and initiative. The principal duties of the position are performed in a general office environment with occasional field work.

Essential Duties and Responsibilities (will vary by assignment)

- Maintains a GIS data base from scanned, digitized or downloaded sources;
- Implements GIS data standards through data input specifications and mapping standards;
- Assists the Planning and Building Department with notifications and specific mapping needs;
- Works with the Assessor's office to maintain a countywide parcel cadastre using subdivision plats, records of survey, deeds and other records;
- Collects field data using remote sensing techniques and incorporates into GIS database;
- Maintains standard publications maps for internal and external use, in paper and electronic formats;
- Generates and executes VB, SQL and Python scripts, queries and label expressions in conjunction with data analysis and desired cartographic results;
- Streamlines workflow processes using ESRI model building, Python scripts and batch files;
- Maintains FGDC compliant metadata on publicly accessible datasets;
- Uses GIS database software such as Microsoft Access and Excel in conjunction with GIS datasets to achieve specific results;
- Manages GIS databases using SQL Server and ArcSDE;
- Coordinates GIS data needs with the 911 department for implementation of GIS data into the Emergency Dispatch system;
- Performs other GIS tasks and projects as directed by the Planning Administrator;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Operates standard office equipment and personal computer using program applications appropriate to duties;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Principles, procedures, techniques, materials, equipment and standard practices associated with GIS and GPS systems and software;
- Cartographic skills such as map layout and design;
- Internet research and information retrieval;
- Digital-data technologies; geographic information systems; computer hardware and operating systems; digital-image data;
- Public land survey systems; remote sensing, cartography;
- Customer service procedures and techniques.

Ability to:

- Operate specialized GPS, GIS, survey, and mapping equipment appropriate to assigned duties;
- Follow written and oral instructions; prepare oral and written reports; prepare correspondence and other documentation; and maintain inspection and other related files and records.
- Read and interpret complex data, designs, maps, diagrams, etc., and relate them to GIS and other job-related activities.
- Provide effective customer services;
- Maintain accurate and complete records and files;
- Maintain strict confidentiality and impartiality;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate and reliable information and reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree in GIS or Geography, or an Associate's Degree with proven experience in GIS; and
- Three (3) years of experience working in GIS technical functions related to the job responsibilities; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents, read maps, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard and job-related specialized office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs.; and to work in an office environment and occasionally in the field.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.