



JOB DESCRIPTION

Title: **SR. GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST**
Department: Information Technology
Class Code: 3265
FLSA Status: Non-Exempt
Effective Date: August 14, 2012 (Rev. 08/2020)

GENERAL PURPOSE

Under the general supervision of the GIS Manager. The primary responsibilities include analyzing spatial data through mapping software and the design of digital maps as well as building and maintaining spatial databases, developing web mapping applications to support all City departments and the general public.

ESSENTIAL DUTIES

- Develop and maintain GIS databases to support City departments throughout Murray City. Responsible for discovering patterns, trends through mapping tools, and managing a digital library of geographic maps and data.
- Conduct data conversion, data collection, support web and computer applications using ArcGIS Desktop, ArcGIS Pro, ArcGIS Server, ArcSDE, SQL Server, and other software.
- Produce maps showing the geographical distribution of various kinds of data, including but not limited to utility networks, zoning, and parcel ownership.
- Edit and maintain large feature classes, geodatabases and other relational database tables.
- Support, administer, & develop asset management software (Cityworks) for all City departments. Able to create templates for service requests, work orders, & inspections. Also understanding the nature and work of each department to support in the development of workflows.
- Coordinate directly with all city departments to develop and maintain specific GIS data and spatial analysis.
- Integrate multifaceted operations like work-orders, dispatch, inventories, transportation modeling, pavement management, storm water modeling, GASB 34 assessment, sidewalk safety/ADA data assessment and impervious area assessment.
- Conduct GIS data capture using global positioning equipment and other means.
- Develop comprehensive documentation on all aspects of GIS.
- Provide support, and training for city personnel in relationship to GIS, GPS data collection, Cityworks and other related software.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in GIS, geography, or closely related field plus four (4) years' experience in GIS or an equivalent combination of education and/or experience.

Certifications

- Certified Geographic Information Systems Professional (GISP)

Special Requirements

- Must possess a valid Utah Driver License.
- Working knowledge of Windows Operating System.
- Working knowledge of ArcGIS Suite including ArcGIS Desktop & Pro.
- Working knowledge of Cityworks asset management software (AMS) and Crystal Reports.

Necessary Knowledge, Skills and Abilities

- Excellent knowledge of ArcGIS, Windows and networking components. A conceptual knowledge of SQL Server database management and relational databases.
- Knowledge of cartography.
- Knowledge of Tyler MUNIS software to support address and parcel databases
- Good working knowledge of PCs, mobile devices and peripherals.
- Ability to develop GIS standards in operations and spatial database design.
- Ability to interface different systems like ArcGIS, AutoCad, MS Office, etc.
- Ability to develop applications using programming tools such as Python, HTML 5 and JavaScript and ability to learn and comprehend other languages, which are necessary to facilitate the GIS functions.
- Ability to operate high accuracy GPS equipment.
- Familiar with UAS/Drone systems, FAA rules governing drones, and ability to acquire part 107 pilot's license.
- Ability to maintain effective working relationships with other departments, supervisor, and employees.
- Establish quality control procedures and techniques.

TOOLS & EQUIPMENT USED

- Personal computer including word processing, spreadsheet and design software; various mobile devices, phone, copy and fax machine, GPS equipment, large format plotters, UAS drone systems, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand, sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl, and smell.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____