MURRAY CITY CORPORATION

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. 03/2022)

GENERAL PURPOSE

Under the general supervision of the GIS Supervisor, provides advanced technical and industry expertise to support the various geospatial needs of city departments. Assists in maintaining Murray City's enterprise Geographic Information System (GIS) and utilizes professional GIS experience, complex problem-solving skills, and interdepartmental coordination to advance the goals, vision, and mission of Murray City and the IT department.

ESSENTIAL DUTIES

- Develop and maintain GIS databases and datasets to support department projects throughout Murray City. Responsible for identifying patterns, trends, and sequences in the data that can inform decision making and effective project management through geospatial analysis.

- Perform data collection, conversion, and transformation to deliver web maps and applications using ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Portal, Survey123, other ESRI applications, and additional software as needed.

- Coordinate directly with and process requests from all city departments to develop and maintain effective GIS datasets.

- Produce maps, figures, tables, and a variety of deliverables of both spatial and aspatial data for all departments of Murray City, including but not limited to Public Works, Power, Community and Economic Development, and Public Safety.

- Edit, maintain, analyze, and perform quality control (QA/QC) on GIS datasets used for critical functions throughout the city.

- Support, administer, & develop Cityworks (AMS) for all city departments. Work closely with staff to identify various needs and develop service requests, work orders, inspections, and other tools to accommodate each department's workflows.

- Create meaningful tools, figures, interactive dashboards, and other reports to aid in analysis, planning, and high-level decision making.

- Integrate multifaceted operations like 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 GPS/GNSS equipment as well as other methods such as heads-up digitizing.

- Interact with Tyler Munis (ERP) database tables and perform a variety of data entry, quality control, and synchronization procedures to optimize effectiveness of citywide databases.

- Perform a variety of video, image, and other related media capture and editing assignments.

- Comprehensively document GIS workflows to aid cross-training of other personnel and establish consistency in the division's methodologies.

- Provide training and technical support to city staff for GIS applications, GPS data collection, Cityworks functionality, and other related software as needed.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in geography, urban planning, computer science, or closely related field and four (4) years of full-time working experience performing advanced GIS tasks and analysis or an equivalent combination of education and/or experience including but not limited to a GIS certificate from an accredited institution of higher learning.
- A Certified Geographic Information Systems Professional (GISP) certification is preferred but not required.
- Python programming experience, familiarity with Tyler Munis or similar ERP software, and working knowledge of Cityworks asset management software (AMS) and SAP Crystal Reports preferred but not required.

Special Requirements

- Must possess a valid Utah Driver License within six (6) months of hire.

Necessary Knowledge, Skills and Abilities

- Excellent knowledge of Windows OS and networking components, and a conceptual knowledge of Microsoft SQL Server database management and relational databases.
- Fundamental understanding of cartographic principles and best practices.
- Proficiency in the ESRI suite of software and SaaS.
- Ability to incorporate interoperability between different data systems and software such as the ESRI Suite, AutoCAD, MS Office, etc.
- Ability to use applications and programming tools such as Python, HTML 5, JavaScript, Crystal Reports, and other programming languages pertinent to GIS.
- Ability to operate high accuracy GPS/GNSS equipment.
- Ability to maintain positive and productive working relationships with supervisor, coworkers, and other city staff.

TOOLS & EQUIPMENT USED

- Personal computer including word processing, spreadsheet, and design software; various mobile devices, phone, printers, copiers, GPS/GNSS equipment, large format plotters, unmanned aircraft systems (UAS), and other equipment used in 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: _____