# GIS Analyst

**Grade: 9**

**FLSA: Exempt**

**Date: 01/19**

**Job Summary:** Maintains, updates, and extends the county’s enterprise GIS system, including data, analysis, and applications. Performs other duties as assigned.

**Essential Functions:**

1. Performs advanced data analysis and data conversion along with data creation\modifications as needed;
2. Provides technical support for GIS data conversion, systems integration and application development and implementation;
3. Incorporates the ingestion of new spatial data into the organization’s GIS;
4. Develops and manages quality control procedures which ensure accurate and efficient GIS repositories;
5. Performs spatial analysis and creates information products and integrates external software and subsystems into GIS applications;
6. Creates and maintains (updating and enhancing) applications to meet and\or exceed specific user requirements within the user community, taking full advantage of GIS platform functions and applications;
7. Coordinates GIS activities with programmers and technicians with limited supervision;
8. Provides support for cartographic design and high quality map production;
9. Designs and implements training plans;
10. Assists in training in various aspects of the GIS software and database creation and use;
11. Performs administrative maintenance of SQL databases and GIS Servers;
12. Diagnoses, troubleshoots, and corrects problems experienced with the use of GIS and related software;
13. Consults with users to identify new data/software requirements to fulfill operational requirements;

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Knowledge of the principles, practices, techniques and applications of GIS technologies and equipment;
4. Effective data management and mapping skills;
5. Knowledge of research methods and techniques to analyze statistical and spatial data;
6. Knowledge of the principles of quality control and assurance procedures;
7. Ability to attain greater expertise and skill in mapping, database management and computer skills through advanced training;
8. Ability to use and maintain relevant computer software (HTE, ESRI geographic information systems, Microsoft Office);
9. Excellent computer skills;
10. Strong writing and communication skills;
11. Effective time management skills.

**Education and Experience:**

1. Bachelor’s degree;
2. Four years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of up to 30 to 60 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date