Job Description Class Code: 821

GIS ANALYST

DEFINITION

Under supervision, develops and maintains geographic information systems (GIS) databases, coverage and linkages to various databases; utilizes various data sources to create maps of an area.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Develops and maintains geographic information systems (GIS) databases, coverage and linkage to various databases; creates files and databases based on available location information and displays information in a graphical or map format; analyzes graphical and text format data; researches information to further utilize the GIS and searches for new sources of information; provides system support, training and assistance for GIS system software and hardware; prepares documentation and materials for training; solicits sources of training for GIS users.

Contacts customers to verify details for creating a new product; assures customer satisfaction with finished product; attends and participates in local and regional user group meetings and demonstrations in GIS technologies; assists the public with answers or information regarding questions of the GIS system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of Geographical Information System principles

Knowledgeable of graphical and text format data mapping methods

Knowledgeable of quality customer service techniques and concepts

Skilled in researching information and creating files governing the GIS system.

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties independently

Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors Degree in Computer Science, Urban Planning, Engineering or related field **AND** three (3) years experience in technical drafting **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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