

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	GIS Analyst	BAND/LEVEL:	Prof IV
DEPARTMENT:	Planning & Development Services	JOB NO:	2410
DIVISION:	Geographic Information & Support Services	DATE:	3/25/12
REPORTS TO:	Manager, Geographic Information & Support Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 601

REPLACES: GIS Analyst

DATE: 2/24/02

JOB SUMMARY STATEMENT:

Designs, operates and customizes City's geographic information system in a way that supports employee job functions and decisions of City officials. Uses the full suite of ArcGIS software to create, edit and analyze geographic features and their related data attributes. Uses appropriate programming tools to automate GIS workflow processes, customize ArcMap templates with tools and shortcuts, streamline nightly data transfers and transformations, and/or create interactive web mapping applications. Maintains the ArcGIS License Manager data and the appropriate permission settings for all internal GIS users. Serves as a product expert for the ArcGIS suite, including the implementation of upgrades and new software products, and providing training and software support for all internal users.

DUTIES AND RESPONSIBILITIES:

1. Uses ArcMap, Visual Studio, Python, Flex or similar programming environments to program custom GIS applications to assist specific users, to streamline workflow processes, and to make geography-linked information more accessible.
2. Performs complex geographic analyses. Uses ArcMap and appropriate ArcMap extensions to analyze geographic relationships between various data sets.
3. Uses Windows Server commands to evaluate system diagnostics, perform file maintenance tasks, and respond to minor system failures.
4. Assists in setting GIS program priorities. Identifies City functions that would benefit from GIS technology and evaluates user needs to refine system structure. Serves as the project leader to determine how best to meet user requirements, what data sources to use, how GIS technology should be applied, and what form the final product should take.
5. Uses ArcMap software and large-format plotter to create cartographic products in both paper and digital form that effectively communicate complex geographic patterns and relationships.
6. Assists in training and advising GIS users. Leads periodic technical meetings or provides ad hoc guidance if/when needed.
7. Assists in computer hardware installation and maintenance.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Title: GIS Analyst
Cost Center: 601
Date: 3/25/12
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in computer science, physical science, or related field with related classes in earth science, cartography or additional equivalent experience. E.S.R.I. (software) training.

EXPERIENCE:

Three years of experience and training, or an equivalent level of experience, in the use of E.S.R.I. software and necessary hardware.

SKILLS:

1. Computer hardware and software skills
2. Good oral and written communications skills
3. Computer application programming skills

MENTAL REQUIREMENTS:

1. Analytical skills
2. Ability to learn and understand software applications
3. Ability to prioritize work
4. Abstract and logical thinking
5. Understand computer commands
6. Understand computer hardware
7. Ability to work effectively with persons from other disciplines

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to lift 50 pounds and transport 100 feet
3. Hand and eye coordination adequate to accurately and efficiently operate computer peripheral equipment such as a keyboard, mouse and monitor to create and edit both graphic and tabular data.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Occasional indirect supervisory responsibility to lead a team project that requires the participation of other GIS staff members.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.