

Job Description

GIS Analyst

Summary & Scope of Responsibilities: The principal function of an employee in this position is to create, update, and maintain geographic information system (GIS) datasets, maps and related files. Technician must be able to provide technical assistance and support to users including data maintenance procedures, GIS software support, and map product generation. Employees at this level receive a variety of assignments which require the application of the full range of GIS principles, methods and techniques. All work is performed under the supervision and direction of the Public Works Director, but considerable latitude is granted for the exercise of independent judgment and initiative. The nature of the work performed requires the technician establish and maintain effective working relationships with assigned supervisors, other Town employees, contract engineers, vendors and the public. The principal duties of this position are performed in a general office environment with frequent trips to various sites throughout town.

Reporting Relationships:

- Reports directly to the Public Works Director through assigned designees.

Essential Tasks & Responsibilities:

- Develops and maintains comprehensive GIS data, including developing and editing GIS datasets, collecting and verifying field data, importing GIS data from various sources, troubleshooting data errors and interpreting GIS data to resolve questions about town infrastructure.
- Develops and maintains data layers to provide information on geographic features.
- Researches and compiles information from a variety of sources to develop standardized data for incorporation into the GIS.
- Analyzes and interprets mapping data to verify accuracy and correct errors.
- Collects technical and field data through Global Position System (GPS) and /or visual inspection.
- Provides GIS technical support to users.
- Operates and maintains GIS equipment.
- Maintains town maps and related files, including making custom prints and displays for Town departments and the general public.
- Attends meetings, conferences, workshops, and training sessions to remain current on principles, practices, and new developments in assigned work areas.
- Assumes responsibility for other duties as required or assigned.

Other Responsibilities & Tasks:

- Keeps Public Works Director and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with other departments to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.
- Communicates information and states concerns in a clear and professional manner.
- Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

Knowledge, Competencies & Technical Skills:

- Thorough knowledge of principles and techniques of GIS including knowledge of GIS software, data capture, map production, and maintenance techniques in the ArcGIS environment.
- Thorough knowledge of engineering and construction design principles and practices.
- Thorough knowledge of surveying principals.
- Ability to operate GIS software and hardware.
- Ability to maintain accurate records and files.
- Ability to read and interpret engineering plans, specifications and blueprints.
- Ability to establish and maintain effective working relationships with assigned supervisors, other Town employees, and the general public.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Expected hours & Travel: Salaried position that is expected to work as many hours as required (work load driving hours spent i.e. performance driven). Minimal travel however, occasional travel to conferences.

Required Education & Experience:

- Associate's Degree (two year college or technical school) Required (Bachelors preferred), Field of Study: Computerized Drafting/Mapping and Design, GIS, Geography or Related field
- Proven experience in related GIS activities or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work
- Learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly
- Valid State of Virginia Driver's License

Chain of Command: The GIS Analyst works directly under and reports to the Public Works Director

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.