# GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST III

**DEFINITION:** To develop, implement, configure, manage, maintain, coordinate and troubleshoot and improve the County of Inyo Geographical Information System (GIS) including computing hardware, operating system software, GIS-specific Internet/web environments, GIS software tools (significantly ESRI products), and GIS and related databases; to review GIS requests, business needs and processes within the organization in order to recommend, prioritize and implement solutions; and to function as a positive and cooperative team member in a dynamic work environment. Receives direction from the Manager of Information Services. May exercise direct supervision over professional, technical and/or clerical staff.

**ESSENTIAL JOB DUTIES:** Acts as liaison and primary resource between in-house users, commercial software/hardware vendors and consultants; provides technical expertise and overall perspective; ensures adherence to design specifications and Information Services defined and professional standards and methodologies. Completes daily operations tasks as assigned; provides hands-on support for designated user requests; conducts the work necessary to complete/implement assigned projects including GIS and related database management. Confers with and conducts meetings with a variety of user groups to gather all necessary information and documentation; facilitates the information flow and implementation activities across departmental and/or organizational lines as necessary. Defines and documents requirements for data, operational processes, logical processes, operating software and hardware, system integration, internal and external checks and controls and user expectations within the context of budgetary, technology and resource constraints. Meets with user groups on a periodic and regular basis to discuss system expectations; conducts feasibility studies including needs and cost/benefit analyses to evaluate the impact of desired and required changes. Researches and analyzes available technology as appropriate; documents and reports findings and recommendations. Identifies, analyzes, recommends, and implements opportunities to deploy GIS technology to transform and improve the delivery of County services. Analyzes environmental and system security based on current and anticipated operational needs and legal requirements; implements changes as directed. Writes and maintains technical specifications and procedures for assigned systems/projects and in support of technical staff and user groups. Develops and executes project plans for given assignments. May pursue GIS-related grant and other funding opportunities by identifying needs, researching funding prospects, developing requests for funding and otherwise administering the application and post-application

processes. Other related duties may be required as assigned based on skill set and experience.

## EMPLOYMENT STANDARDS

**Education/Experience:** A Bachelor's degree in geographical information systems or related fields; qualified experience in GIS management, analysis and design may be substituted for the desired education on a year for year basis; plus one year employment as a GIS Analyst or equivalent position with proficiency in GIS software tools, GIS data schemas, GIS data analysis, other GIS specific hardware and software.

**Knowledge of:** Geographical information systems, schemas, and structures; computer science/software engineering; database management; geography; cartography; surveying; town/community planning; environmental sciences.

**Ability to:** Manage and maintain GIS and related databases/datasets; collect and analyze raw GIS data (which may be numeric, narrative, graphic, etc.) in relevant terms (parcel dimensions and locations, vegetation density, etc.); author simple to more complex GIS data processing macros/scripts; convert data formats and parse data; maintain GIS related web sites, produce relevant maps and/or presentations as requested, maintain and operate GIS specific hardware and software as well as general productivity software, communicate clearly both verbally and in writing, work cooperatively with members of the Information Systems staff and those contacted in the course of work in a spirit of collegiality, lead others in complex analysis and projects, successfully accommodate multiple projects concurrently, perform well under tight schedules and during periods of intense expectations. Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, climb and descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

**Special requirements:** Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check and physical examination prior to employment.