

Jefferson County, West Virginia Job Description

Position Title:	GIS Analyst 1	Grade Level:	V
Department	Information Technology	Date:	January 2022
Reports to:	GIS Manager/GIS Coordinator	FLSA Status	Exempt

Statement of Duties: The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other departments with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the IT Director or guidance from GIS Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not regularly required to supervise others.

Confidentiality: Employee has access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

Work Environment: Work is performed in an office environment with some field work required.

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Nature and Purpose of Relationships: Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning, or coordination of work or resolving problems.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for 911 physical addressing of structures and geocoding for the county; assigning address ranges to roads and locations as appropriate.
2. Perform moderate level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
3. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Assist County departments with GIS project planning, implementation, and management.
6. Assist GIS Coordinator with the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
7. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
8. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, analysis, maintenance, and troubleshooting.
9. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
10. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.

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11. Collaborate closely with industry peers and GIS professionals.
12. Keep up to date in new advances in mapping software.
13. Convert analog map products to digital format, and digital data from one form to another using established conversion procedures.
14. Develop and perform analysis algorithms relating to graphic data sets in the GIS and compile cartographic output from spatial, tabular and graphic data.
15. Perform related tasks as required.

Recommended Minimum Qualifications:

Education and Experience: Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred, but not required.

Certifications

At Hire or Earned Within 12 months: Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation, ESRI ArcGIS Desktop Entry, ESRI ArcGIS Pro Foundation

Required To Move On To GIS Analyst Level 2: Microsoft Excel Level 2, Microsoft Access Level 2, Microsoft Excel Dashboards, Microsoft Data Analyst (preferred)

Knowledge, Abilities and Skills

Knowledge: Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

Abilities: Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

Skills: Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.