



CLASS SPECIFICATION FOR:
GIS Analyst Senior

General Statement of Duties:

Designs, develops, implements advanced GIS spatial data models, workflows, applications, and interfaces to support departmental and enterprise GIS initiatives; performs complex high-level GIS spatial analysis, data modeling and geoprocessing; performs related work as required applications to support.

Distinguishing Features of Class:

An employee in this job classification works in the County's centralized IT Department and designs, develops and implements advanced GIS spatial data models, workflows, applications, and interfaces to support departmental and enterprise GIS initiatives; performs high-level GIS spatial analysis, data modeling and geoprocessing, application development including the testing and development of workflow automation and applications for desktop and web uses; performs QA/QC work including developing, implementing, testing and ongoing monitoring; ensures compatibility between existing databases and APIs; works on interdisciplinary projects/teams to support enterprise operational needs; handles small projects and leads project teams as assigned. Handles complex issues with minimal oversight. Work is routinely performed independently with minimal supervision from the GIS Manager.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Proficiently performs all the tasks, duties and responsibilities of the IT GIS Analyst I, II and III levels as assigned;
- Develops and manages complex special projects, tools and applications to support departmental and enterprise GIS initiatives;
- Designs, develops, implements advanced GIS spatial data models, workflows, applications and interfaces to support departmental and enterprise GIS initiatives;
- Works on interdisciplinary projects/teams to support enterprise operational needs;
- Provides leadership by establishing and documenting geospatial best practices, knowledge sharing, developing and leading training, and promote the modernization of exiting workflows into geospatial contexts;
- Leads project teams (no formal supervisory authority), may lead multiple projects concurrently; handles multiple projects at once to support procurement and mission specific objectives, includes handling assigned projects from concept to completion;
- Serves as lead worker for other GIS Analysts and department staff assisting with training and providing guidance on assigned duties and responsibilities;
- May serve as supervisor during GIS Manager's absences;
- Creates technical documentation and communicates complex technical information to non-technical audiences (oral and written) in user friendly language;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Actively maintains high level of proficiency in geospatial technologies;
- Maintains a current comprehensive working knowledge of GIS systems and applications as well as related hardware, software and peripherals used by the County and stays up-to-date with emerging technologies, systems, software and applications;
- Attends all scheduled training and meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires comprehensive knowledge of GIS theory and practice and GIS analytical and geoprocessing functions; comprehensive working knowledge of enterprise GIS automation techniques, including creating repeatable workflows and utilizing RDBMS tools; advanced data modeling, raster and vector analysis skills; advanced proficiency in enterprise GIS QA/QC and database design; demonstrated proficiency in visual design and layout techniques to present GIS materials; cartographic knowledge with advanced skills in the application of cartographic principles and techniques; ability to design complex application interfaces; sound working knowledge of established best practices for geospatial data editing and attribution; toolbox geoprocessing, map layouts, and relational database concepts; demonstrated expertise in one or more applied geospatial knowledge areas such as remote sensing, network analysis, programming, scripting, databases, etc.;



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comprehensive working knowledge and understanding of County's operational needs and end-users' needs related to geospatial systems, applications, interfaces, automations and tools; advanced computer skills with good problem solving/troubleshooting skills and the demonstrated ability to synthesize data provided by end users, identify technical issues, identify and implement appropriate resolution to solve a variety of technical issues; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; basic supervisory skills including the ability to train, coach and mentor as well as foster and maintain high morale and engagement; ability to express ideas clearly and concisely, orally and in writing; ability to create and maintain accurate technical documentation; excellent interpersonal and communication skills with the ability to partner effectively and establish and maintain a good working relationship with IT staff and County staff; sound project management skills sufficient to manage assigned project and related resources to completion; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as manual dexterity; ability to multitask and effectively manage competing priorities and make sound decisions; personal accountability including teamwork and establishing and maintaining positive relationships with IT staff and department staff Countywide; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

Minimum Education and Experience:

Education: Four-year degree in GIS, computer science, geography, or other relevant IT field of study;

Experience: Six (6) years of relevant work experience with geospatial enterprise technologies including handling more complex work and smaller projects independently;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to provide support at various locations Countywide.