CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: GIS ANALYST   **JOB CODE: 2121**
DEPARTMENT: COMMUNITY DEVELOPMENT   **DATE: 2/08**
REPORTS TO: GIS COORDINATOR

JOB SUMMARY:

Provides GIS-related technical expertise. Develops and maintains GIS and database applications as they relate to the needs of users to access the city's spatial data. Under the supervision of the GIS Coordinator, provides skills in developing, analyzing, and maintaining GIS applications, spatial databases, and related attribute databases to produce maps, plans, and reports related to GIS data as requested.

ESSENTIAL JOB FUNCTIONS:

Designs methods and procedures to update and maintain the City's spatial databases; develops methods to control data consistency and accuracy.

Develops user friendly applications to serve data collection, data query, report printing, and map printing.

Performs spatial analysis of GIS data to create new datasets and to produce custom reports for city management.

Prepares documentation and user guide of all developed databases and applications.

Installs and administers GIS software.

Provides technical support and training to GIS users.

Supervises GIS interns on data entry and data collection projects.

Updates plans, utility data, addresses, streets, and other land use data.

Researches information concerning project and field survey work, including deeds, rights-of-way, water and sewer records, aerial photography, and field book records.

Monitors performance, growth, and user requirements for GIS/CAD system and work station areas to ensure reliability, sufficient capacity, and maintainability; identifies and resolves causes of system failures or malfunctions; in concert with the GIS Coordinator, coordinates efforts with MIS to correct problems.

Serves mapping and data requests from internal and external customers.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Hardware	Computer Software	Photocopier
Calculator	ESRI ArcGIS Products	AutoCAD
MS Office	Large-Format Plotter	

<u>MINIMUM QUALIFICATIONS REQUIRED</u>:

Education and Experience:

Associate's degree or equivalent from an accredited two-year college or technical school with a focus on GIS technology, Computer Science, Planning, Engineering, Geography or related field. Three to five years of progressively responsible experience working with ESRI GIS software and relational databases; and Experience developing applications using VBA, Visual Basic or Avenue or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job. Experience using GPS equipment is desirable.

Licenses and Certifications:

Valid New Hampshire Driver's License.

<u>KNOWLEDGE, SKILLS, AND ABILITIES</u>:

Knowledge of:

Principles and practices of municipal GIS and relational databases.

Creative and effective use of computer programs in the completion of duties.

Surveying and drafting techniques.

Peripheral devices such as large-format plotters, printers, and GPS equipment.

Record keeping, report preparation, filing methods, and records management techniques.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Developing applications based on users needs.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Establish and maintain effective working relationship with associates, contractors, and the general public.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several concrete variables in standardized situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table.

Occasionally lift light objects.

Climb ladders.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office.