



## BOONE COUNTY JOB DESCRIPTION

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| <b>JOB TITLE:</b> <u>GIS Analyst I</u>                           | <b>NEW:</b> <u>X</u>        | <b>REVISED:</b> <u>    </u><br><small>(Please check one)</small> |
| <b>REPORTS TO:</b> <u>Systems and Support<br/>Manager 911/EM</u> | <b>FLSA:</b> <u>Exempt</u>  | <b>DATE:</b> <u>07/2024</u>                                      |
| <b>DEPARTMENT:</b> <u>Information Technology<br/>911/EM</u>      | <b>JOB CODE:</b> <u>300</u> |  |

**SUMMARY:**

With general supervision, analyzes, designs, and implements Geographic Information System (GIS) based solutions to meet Boone County Joint Communications and the Office of Emergency Management's needs and assists in enterprise database design, utilization, management, and development.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Utilize the suite of ESRI GIS software (ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise, etc.) to perform updates and edits to the GIS database. Prepare maps and data records as necessary for quality assurance procedures or in response to internal and external customer service data and mapping requests. Review and verify mapping data provided by vendors for accuracy and consistency, modifying and correcting database values as necessary.

Assist in the evaluation, development, adaptation, and programming of computer software applications for capture, conversion, and maintenance procedures related to GIS. Analyze business processes and user requirements to review and generate best practices.

Identify and research external sources of hardware, GIS software, and resources. Evaluate and investigate prospective solutions, including hardware, software, map data, training, and maintenance. Identify problems, issues, and risks, and participate in the identification, documentation, and communication of solutions.

Assist and train other Boone County public safety staff in advanced skills and mapping techniques such as editing, data conversion, and error reconciliation, and implement technical solutions for GIS related projects. Participate in and be knowledgeable about the local Shared GIS Consortium data and road network.

Other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of County departments and operations.
2. Intermediate knowledge of ESRI's ArcGIS Pro
3. Basic knowledge of ESRI's ArcGIS Enterprise and ArcGIS Online
4. Basic knowledge of MS Word, PowerPoint, Excel, Outlook, and Access.
5. Basic knowledge of the principles and practices of computer science.
6. Advanced analysis and problem-solving skills.
7. Advanced verbal and written communication skills.
8. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in geography, engineering, computer science or a related field and two years of computer systems experience in GIS, CAD, or digital mapping; or an equivalent combination of related education and experience. ESRI experience required. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

Experience working in a GIS environment.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*