



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>GIS Analyst II</u>	NEW: <u>X</u>	REVISED: <u> </u>
	<small>(Please check one)</small>	
REPORTS TO: <u>GIS Manager</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2016</u>
DEPARTMENT: <u>GIS Department</u>	JOB CODE: <u>300</u>	

SUMMARY:

With general supervision, this position is responsible for producing high quality maps to meet defined cartographic standards, utilizing the suite of ESRI GIS software including extensions (Maplex, Spatial Analyst, 3D Analyst, etc.) to perform high-level analysis to support various mapping projects, provide technical customer support to internal and external customers, ensure adherence to departmental policies and procedures, train and mentor co-workers on advanced skills and mapping techniques such as editing, geocoding, data conversion, and error reconciliation, participate in designing and improving the GIS (Geographical Information Systems) database, coordinating updates and changes while ensuring accuracy and completeness, and maintaining awareness of current advances in technology as it relates to GIS and provide pertinent information to co-workers.

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.*

At an advanced level, manages and directs agency GIS initiatives with multiple and evolving projects that integrate agency data and systems; develops and manages complex spatial projects to support GIS initiatives. Maintains high level of knowledge in all GIS tools, utilities, databases and capabilities such as: network modeling, routing analysis, analyzing diverse natural and cultural resources, environmental conditions, site conditions and relating them to planning, development, stewardship, customer service, business and operations applications. 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 document project scope. 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 staff in implementing technical solutions for GIS related business opportunities. Participate and provide

leadership as a member of the Boone County GIS Department and local Shared GIS Consortium. May assign and evaluate work for GIS Technicians and Interns. Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of MS Word, PowerPoint, Excel, Outlook, and Access.
2. Basic knowledge of County departments and operations.
3. Basic knowledge of County policies and procedures.
4. Advanced knowledge of the principles and practices of computer science.
5. Advanced knowledge of writing scripts such as SQL, Python, and various object-oriented programming languages
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. OCCASSIONAL 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 four years of computer systems experience in GIS programming, CAD, or digital mapping. ESRI experience required.

PREFERRED QUALIFICATIONS:

Certified GIS Professional (GISP) or related GIS certificate. 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.