



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>GIS Analyst</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
	(Please check one)	
<b>REPORTS TO:</b> <u>GIS Manager</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>GIS Department</u>	<b>JOB CODE:</b> 300	

**DEFINITIONS:**

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.)*

- Maintain the geographic database and perform updates and edits.
- 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.
- Other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Considerable experience working in a GIS environment desired
2. Must have ESRI experience
3. Must have good analysis and problem solving skills
4. Strong verbal and written communication skills
5. Good knowledge of the principles and practices of computer science.
6. Basic knowledge of MS Word, PowerPoint, Excel, Outlook, and Access required.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in geography, engineering, computer science or a related field and two year computer systems experience in CAD, GIS programming, or digital mapping.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)