GIS ANALYST

DEFINITION
Under supervision, develops and maintains geographic information systems (GIS) databases, coverage, and linkages to various databases; utilizes various data sources to create maps of an area.

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 positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Develops and maintains geographic information systems (gis) databases, coverage and linkage to various databases;
- Creates files and databases based on available location information and displays information in a graphical or map format;
- Analyzes graphical and text format data; researches information to further utilize the gis and searches for new sources of information;
- Provides system support, training and assistance for gis system software and hardware;
- Prepares documentation and materials for training; solicits sources of training for gis users.
- Contacts customers to verify details for creating a new product;
- Assures customer satisfaction with finished product;
- Attends and participates in local and regional user group meetings and demonstrations in gis technologies;
- Assists the public with answers or information regarding questions of the GIS system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Geographical Information System principles, graphical and text format data mapping methods, quality customer service techniques and concepts;
- Skilled in researching information and creating files governing the GIS systems, providing and following oral and written instructions, and in establishing and maintaining productive working relationships
- Ability to perform essential duties independently, and to effectively communicate verbally and in writing in English
- Proficient in operating a personal computer and other electronic devices to include MS Office WORD, EXCEL, OUTLOOK and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor's Degree from an accredited four year college or university in Computer Science, Urban Planning, Engineering or related field AND three (3) years of progressively responsible professional experience in technical drafting. Must possess at the time of application and maintain a valid California Driver's License.