



## **GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Executive Director of Facilities Services, the position is responsible for providing support with GIS system administration and development for the school division, including assisting the division's demographer in completing projects and assigned duties, and performing advanced technical and administrative work.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Publish GIS data, maps, analysis, reports, charts, and graphs in the form of static and online content.
- Provide GIS system administration, GIS database editing, geocoding, geoprocessing, data conversion, workflow management, spatial analysis, and quality control processes in desktop and web-based environments.
- Develop and maintain GIS files and associated spatial and tabular databases, including but not limited to cadastral, planimetric, streets, addressing, flood zones, natural resources, community boundaries, points of interest, census, flood zones, topographic, LiDAR, aerial photography, Pictometry, AutoCAD and Revit file conversions, and other spatial features on local and online servers.
- Support system & online content sharing by integrating GIS and related data using AGOL, APIs, JSON, XML, REST or other connection services.
- Research, create, and produce spatial layers, analysis, maps, reports, charts, and cartographic displays.
- Assist with research and implement new GIS spatial files related to local and regional development, zoning, housing, economic, census, and other associated trends.
- Assist in creating and maintaining Intranet site for all offices within the Department of School Division Services, utilizing Microsoft SharePoint, Google Drive, and other content management systems.
- Assist with data development and delivery in support of the School Locator/Map Center and Address Validation.
- Assist with the creation of documents and presentations to convey planning recommendations, division/departmental communication initiatives, and GIS-related technical/business documentation.
- Provide information and respond to school attendance zones inquiries from staff and the public.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have knowledge of cartography standards, drafting principals, and computer design and graphics software. Must have the technical expertise to work with complex mapping/GIS issues. Must have the ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with other departmental officials, supervisors and staff; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations; ability to present ideas and speak effectively to groups.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

Bachelor's Degree in Geographic Information System (GIS), geography, cartography, engineering, planning, information systems, or related field.

#### **Preferred:**

Strong working knowledge of various GIS and GIS-related software including, but not limited to ESRI, ArcMap, ArcPro, AGOL, Google Maps, GIS, Open Street, GeoMedia, Intergraph, Access, MS SQL, Microsoft Office/O365, or equivalent.

Experience with APIs, JSON, XML, REST or other connection services.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 10/18, 7/20
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