

## POSITION DESCRIPTION

**Class Title:** GIS Analyst (Job Class Code: 0042)      **Effective Date:** February 4, 2014  
**Department:** Engineering      **Pay Grade:** 12  
**FLSA Status:** Exempt

### GENERAL PURPOSE

This position supports the GIS Manager in providing GIS and related data systems to support activities and operations of the City of Slidell. Work involves GIS responsibilities for all City departments, including special mapping projects, development and updates of GIS coverage and geo-databases, associated databases and graphical materials, and development of citywide GIS applications and database applications, including the development of Internet and Intranet mapping applications. Assists other Departments with new GIS technology, integrating systems, working on enhancements and upgrades to present technology. Employee works with a high degree of independence, and is expected to exercise a substantial degree of professional judgment in the performance of assignments.

**SUPERVISION RECEIVED:** Works under the general guidance and direction of the GIS Manager and the Director of Engineering.

**SUPERVISION EXERCISED:** May supervise clerical, temporary and/or part-time employees as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the GIS Manager or City Engineer in implementing a cost-effective citywide GIS system, tying together all Departments and addressing individual Department needs, and designing and implementing new processes as well as improvements to existing processes needed to ensure the effective operation of the system.
2. Assists the GIS Manager or City Engineer in implementing City-wide policies, standards, objectives, and procedures for aspects of the City's GIS.
3. Assists the GIS Manager or City Engineer in evaluating new GIS hardware and software technical developments in regards to organizational plans and objectives.
4. Assist the GIS Manager or City Engineer in implementing and maintaining an internet map server.
5. Assists City departments in the evaluation, identification, purchase, and implementation of needed GIS systems.
6. Assists in the creation of custom GIS applications.
7. Assists with providing training to users within the City organization.
8. Responsible for the establishment of database and mapping standards utilized in the creation of the City's GIS.
9. Responsible for the development of plans and procedures for effective integration or transfer of GIS data from various internal and external sources into usable databases.
10. Monitors resource utilization and measures performance of installed GIS systems and maintains adequate levels of service, availability, and reliability of supported systems.
11. Prepares written and verbal reports regarding GIS needs, solution strategies, and recommendations.

12. Provides the City's public safety systems with the most recent and accurate GIS data available.
13. Ensures the Permitting, Planning, and Asset Management systems have the latest GIS data.
14. Interface with other departments or outside agencies regarding GIS.
15. Design, create, and enforce data input standards within all City Departments to ensure the effective operations of all data systems within the City and any interconnected Parish or State data systems.
16. Works with IT to review database maintenance procedures within all City departments to ensure adherence to quality standards and avoid duplication of data capture efforts.
17. Coordinate citywide GIS system administration duties such as backing up systems, data restoration, hardware and software installation and troubleshooting.
18. Contacts for vendors of GIS hardware and software, when requested to do so by GIS Manager or City Engineer.
19. Coordinate the capture and maintenance of address information to ensure that all City departments have access to correct and complete address information.
20. Assists with any other job related duties as assigned.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

1. Bachelor's degree in Geographic Information Systems, Planning, Geography, or closely related field;
2. One (1) year experience with Geographic Information Systems (GIS) applications; or an equivalent combination of education and experience demonstrating the knowledge, skills, and abilities to perform the essential functions of the job.
3. Programming background preferred (e.g. Windows applications, Avenue, MapObject, Visual Basic);
4. Experience in Remote Sensing and Digital Image analysis techniques preferred.

##### **Necessary Knowledge, Skills and Abilities:**

1. Considerable knowledge of ArcGIS, version currently used by the City, relational database technologies and Geomatics.
2. Skill in operating the listed tools and equipment.
3. Ability to effectively communicate orally and in writing; ability to establish and maintain effective working relationships.
4. Ability to effectively train and provide technical support to inexperienced users and communicate the concepts and steps necessary to navigate in GIS software to beginners.

**SPECIAL REQUIREMENTS:** Must possess a valid Louisiana driver's license or have the ability to obtain one prior to employment.

**TOOLS AND EQUIPMENT USED:** Personal and network computers related to the GIS system, Microsoft applications, database and graphics software, remote sensing equipment, motor vehicle, and other basic equipment required to perform daily tasks.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the review of various land use developments, construction sites, or community facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; talk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works in a climate controlled office environment, but occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval:   
Civil Service Director

Approval:   
Department Director