

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	7722
FLSA:	N
WC:	8810
PG:	510
EEO:	3

CLASSIFICATION TITLE: GIS ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work associated with operation, maintenance, and administration of the geographic information system (GIS). Work at this level places an emphasis on more complex maintenance and analysis of spatial databases and systems applications.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- ArcGIS Online account administration
 - Manage user accounts, permissions, and access
 - Create and manage online content using ArcGIS Online tools (Experience Builder, Dashboards, Field Maps, Story Maps, Survey 123, Community Analyst, etc)
 - Support the City’s open data policies
 - Assist with the management of the City’s HUB site
 - Monitor credit usage
- Database Management
 - Adding / deleting / editing enterprise GIS databases, representing features across all aspects of municipal government interests
 - Collect data from various sources, including field surveys
 - Develop and maintain numerous datasets and databases
 - Perform database health checks
 - Perform QA/QC on databases
 - Administer user accounts and security access
 - Understand, create, and manage database integrations
- Cartography
 - Prepare intuitive, attractive, and informative maps for use by the public, elected officials, and other City staff
 - Use ArcGIS Online applications to create maps, tools, mapping applications, and other visual media
 - Develop and manage maps / applications for mobile devices using Esri products
- Analysis
 - Use available software and data to perform analysis to answer questions, empower decision makers, inform users, and discover trends
 - Prepare reports in GIS and non-GIS environments
 - Understand and implement common analytic tools and techniques
- Report preparation
 - Create written, oral, and media-based presentations

- Present reports to the public, elected officials, and other City staff
- Create SOP's and user guides
- Interact with customers & partners
 - Respond to and satisfy requests from internal customers (City staff), external customers (the public) and partner organizations (other local governments, consultants, etc), demonstrating genuine concern for the resolution
 - Coordinate with project stakeholders
 - Train users on relevant use of GIS tools and data
 - Troubleshoot and resolve technical issues, including on-site support and coordinating with Esri

ADDITIONAL FUNCTIONS

- Promote GIS usage across all aspects of City functions
- Stay abreast of industry trends and current GIS technology
- Seek out efficiencies in workflows and methodologies
- Other duties, as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Geography, GIS, Computer Science, or related field, OR commensurate experience
- 2-4 years' extensive experience using Esri-suite GIS (ArcMap 10x & ArcGIS Pro 3x) products
- 1-2 years' extensive experience using common ArcGIS Online tools and applications
- Experience working in a versioned editing environment
- Experience managing / administering ArcGIS Online
- Familiarity with Microsoft Office suite

Preferences:

- Experience working with local government GIS
 - Familiarity with Esri's Local Government Information Model (LGIM)
 - Familiarity with Esri's parcel fabric
- GISP and/or Esri certification(s)
- Coding experience
 - Python
 - SQL
 - HTML

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must possess good knowledge of cartography, and planimetrics,. Must be able to operate and administer GIS applications, databases, and digital mapping and graphics software.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, or traffic hazards.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.