GIS Systems Analyst

Job Description

Department: Information Systems
Position: Career Service
Grade: 511
Supervisory: No
Reports to: GIS Manager

Summary

Under general supervision of the GIS Manager, independently completes mapping projects; generates, maintains and provides quality control of complex data to be stored in Utah County Government's geographic information system (GIS); and designs, develops, maintains and/or programs GIS applications. This position may be assigned to provide general or specific GIS support for a county department, function or project.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design, create, implement, manage, maintain, and document Geographical Information Systems and data using ArcGIS Desktop, ArcGIS Pro, ArcGIS Enterprise Server, ESRI Enterprise Geodatabases, Oracle, and other software that support and enhance Utah County business functions.
2. Design and produce maps and other graphic products using GIS, CAD and other programs for county personnel, local, state, and federal agencies and the public.
3. Perform high-level spatial analysis of geographic data sets to respond to requests from county departments, local, state, and federal agencies and the public.
4. Design, develop, maintain and/or program GIS applications and other tools using Python, VB.NET, Javascript, IOS, C#, Swift, SQL, HTML, or other languages or other GIS application development tools such as Spillman RMS and CAD 911 system modules, Collector for ArcGIS, Operational Dashboard for ArcGIS, AppStudio for ArcGIS, Web AppBuilder for ArcGIS to assist county personnel acquire, catalog, normalize, display, analyze and integrate spatial data with other enterprise data to enhance its usefulness and accessibility.
5. Perform highly responsible technical work in systems design and implementation.
6. Perform high-level technical review of geographic information, GIS and 3rd party software to determine accuracy and usability.
7. Provide technical assistance to county departments, other government agencies, and the public in implementing GIS projects including training county employees in GIS procedures and software.

8. Capture data in the field using global positioning system equipment and other means.
9. Prepare confidential information used by the county including use in civil and criminal litigation.
10. Prepare conference reports and make technical presentations.
11. Assist the GIS Manager in other support operations of a multi-department GIS enterprise.
12. Assist the GIS Manager in establishing long-range direction for GIS in Utah County.

Knowledge, Skills, and Abilities
- Knowledge of ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise Server and other related GIS products
- Knowledge of civil engineering, public safety 911 systems, cartography, cartographic principles, and surveying techniques
- Knowledge of GIS application programming and design tools and ability to produce applications and tools using at least a few of the following: Python, IOS, Android, ArcGIS Runtime SDK's, C#, Javascript, Java, Swift, SQL, VB.Net, Spillman RMS and CAD systems, Collector for ArcGIS, Operations Dashboard for ArcGIS, AppStudio for ArcGIS, Web AppBuilder for ArcGIS
- Knowledge of project and employee leadership techniques
- Skilled in advanced reading, writing, and math
- Ability to maintain cooperative relationships with those contracted in the course of work activities
- Ability to create detailed maps
- Ability to clearly explain technical information orally and in writing

Supervisory Responsibility
This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work may expose the incumbent to possible bodily injury when performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smart phone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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.
While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to sit for long periods of time, stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining

concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience
1. Bachelor's degree in GIS, Geography, or a closely related field.
2. One (1) year of work experience in GIS application development using Python, VB.NET, Javascript, IOS, C#, Swift, SQL, HTML, or other object-oriented languages and/or other GIS application development tools such as Collector for ArcGIS, Operational Dashboard for ArcGIS, AppStudio for ArcGIS, Web AppBuilder for ArcGIS, or providing GIS support for Spillman Dispatch Systems.
3. Equivalent combinations of education and experience that include one (1) year of work experience in GIS application may also be considered.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

For Office Use Only
Job Code: 3056   Worker's Compensation: Clerical
Job Title: GIS Systems Analyst   Background Level: I
FLSA: Non-Exempt   Safety Sensitive: No
Effective Date: 10/3/19   DOT: No
Public Safety: No   ML: Individual Contributor

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures
This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____