

CLASS TITLE: GIS ANALYST

PURPOSE OF THE CLASSIFICATION: Under general direction performs geo-database design and analysis using multiple data sources and use of Geographic Information Systems (GIS) and provides training and support for GIS users and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes and maintains the enterprise-wide GIS applications, providing quality assurance for all geospatial data
- Performs research of City, county and sources of records for information to revise and update GIS databases
- Assists with researching requirements for installs, upgrades or patches to GIS
- Performs complex spatial analysis and database queries
- Develops adhoc and production maps considered to be advanced in nature utilizing high level programming language
- Provides training and support for City users, including conducting in-house training classes
- Assists in the preparation of technical reports and forms
- Assists in the coordination of system design and implementation
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in computer science, GIS, geography, geology or sixty (60) college hours; and five (5) years of related experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of enterprise GIS architecture, design, and implementation; considerable understanding and knowledge of methods and techniques used in systems analysis and design; considerable knowledge of GIS software and analytical solutions, processes, and enterprise geodatabase creation/editing/maintenance; knowledge of implementing and integrating GIS servers, including developing mapping services; and some knowledge of spatial programming languages. Ability to work independently and to recognize, analyze and solve complex spatial problems; ability to digitize and georeference a paper map or plat; ability to analyze issues and to formulate sound concepts; ability to effectively communicate both verbally and in writing.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment and may require some travel to local and regional locations to provide computer-related assistance and provide on-call after hours support for production systems.

Class Code: 1512

EEO Code: N-03

Pay Code: IT-36

Group: Clerical and Administrative

Series: Data Processing and Information Services

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