



## **GIS Analyst**

**Category:** Classified/Excluded  
**Pay Grade:** C28  
**Job Code:** 20578

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is professional and technical work in the development and maintenance of a Geographic Information System (GIS) to support the Property Appraiser's Office operations. Duties include but are not limited to: constructing mapping documents to support internal and external applications and software; developing and maintaining GIS data layers and metadata; assisting in the maintenance, backups, and performance tuning of a multi-user enterprise geodatabase; interpreting and performing complex spatial analysis on GIS data layers to produce maps, reports, and other products; providing training and technical support for end-users; assisting in the development of GIS applications for use by department staff and the public; developing scripts to assist in performing assigned duties, both GIS/geoprocessing and non-GIS. Work is performed under the general direction of a technical supervisor.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists with map production using data sets maintained in an enterprise geodatabase;
- Compiles and integrates cartographic data from a wide variety of sources for inclusion in map products; assists in the development and deployment of web mapping applications;
- Assists with creating, publishing, and maintaining map services;
- Supports end-users with all GIS mapping software, including desktop and browser;
- Responds to technical questions from GIS users needing assistance and resolves problems; provides technical assistance to others on assigned projects and serves as a resource person to other departments on GIS related topics; refers and discusses complex problems with supervisor or other designated contacts as appropriate;
- Creates thematic and spatial maps for ArcGIS Desktop and ArcGIS Server;
- Supports GIS Cadastralists with data editing, QA/QC, workflow management, and process documentation;
- Maintains feature classes and metadata within an enterprise geodatabase;
- Develops and maintains Extraction, Transformation, and Loading processes of GIS data between separate enterprise geodatabases;
- Supports the graphic needs of the property appraiser's office through software like Adobe Photoshop and Adobe Illustrator;
- Interprets and performs complex spatial analysis on GIS data layers to produce maps and reports;
- Performs performance analysis on enterprise geodatabase, map services, and map documents;
- Assists with the integration of GIS maps into existing CAMA systems;
- Assists with spatial reports for geodatabase integrity, performance, and the property valuation process;
- Provides training and support to GIS end users in all Departments, including the Public;
- Assists in Geodatabase, ArcGIS Server, Operating System, and Hardware upgrades;
- Implements, maintains, and tests geodatabase backup, including documentation for backup and recovery;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Six (6) years of professional experience in the analysis and management of an information systems network's administrative and operations requirements for GIS systems; or Associate's degree with coursework in computer and information science, information technology/computer graphics/ArcGIS, or related field and four (4) years of professional experience as described above; or Bachelor's degree and two (2) years professional experience as described above; or an equivalent combination of education, training and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

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

- Knowledge with SQL and familiarity with the fundamental principles of relational databases;
- Knowledge of ArcGIS Desktop, ArcSDE, Geoprocessing, GIS Map Services;
- Knowledge of GIS data creation, conversion, Etl, and backup;
- Knowledge of ArcGIS for Server map services creation and maintenance;
- Knowledge of map production and cartography;
- Knowledge of ArcSDE Administration and geodatabase design principals;
- Knowledge of thematic map creation and accurate cartographic representation;
- Knowledge of geoprocessing scripting, preferably python;
- Knowledge of appraisal processes with a focus on spatial integration/interaction between appraisal data and GIS data;
- Skill in excellent verbal and written communication;
- Ability to perform spatial analysis and create maps with ArcGIS software;
- Ability to provide GIS technical support to internal and external County clients;
- Ability to use the ArcGIS suite of products for specific project delivery;
- Ability to evaluate software and tools that will facilitate efficient GIS workflows and boost productivity;
- Ability to work independently and in a team environment;
- Ability to accept increasing responsibility and to initiate and implement decisions; and
- Ability to establish and maintain effective working relationships with the public and other employees.

## **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

## **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.