



Town of Oro Valley Classification Description

Title: **GIS ANALYST**
Job Code: 1550
FLSA Status: Exempt

Department: Information Technology
Salary Grade: 114

POSITION SUMMARY:

Under general supervision, develops and manages the Geographic Information System (GIS), graphics and database activity within the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Performs analytical and technical work of GIS analysis, image processing, database management, and mapping.
- B. Provides accurate and up-to-date data, maps to Town staff for decision making and improvement of organizational integration.
- C. Provides assistance in the expansion and use of GIS, access to geographic data to Town employees and citizens.
- D. Develops and maintains maps, data layers, cartography and computer related drafting/geographic information to the Town, including implementation of quality control procedures of GIS data.
- E. Provides Town with GIS technical support.
- F. Maintains town GIS to current and future industry standards.
- G. Fills GIS/Map requests for Town departments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of ESRI ArcGIS Software, Python, scripting.
- Knowledge of Town and Department policies and procedures.
- Knowledge of basic GIS practices.
- Knowledge of basic surveying and mapping practices.
- Knowledge of computer-assisted drafting and design practices and methods.
- Skill in gathering and analyzing GIS data.
- Skill in developing, maintaining and providing technical support of GIS maps and computer applications.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Geography, GIS or related field.
- Four (4) years GIS analysis and technical experience, including two (2) years' experience with GIS software applications or programs; **OR** an equivalent combination of education and experience.
- Strong knowledge of planning and engineering practices and principles.
- Skill in using AutoCad drawing software.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.