Town of Oro Valley Classification Description

Title: **GIS ANALYST**   Department: Innovation & Technology
Job Code: 1550   Salary Grade: 114
FLSA Status: Exempt

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.