



CITY OF MARYSVILLE
invites applications for the position of:
GIS Analyst

An Equal Opportunity Employer

SALARY: \$6,297.00 - \$7,900.00 Monthly

OPENING DATE: 10/11/18

CLOSING DATE: Continuous

POSITION SUMMARY:

Open until filled.

Performs advanced technical and administrative work in the use of Geographic Information Systems. Primary responsibilities are to provide development, maintenance, analysis, queries, reports, maps, graphics, data collection, support and training relating to Citywide GIS databases and workflows.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate supervisory review. Incumbents operate independently and select appropriate methods to accomplish project assignments.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Provide technical and administrative assistance for the GIS department using GIS equipment, software, data and products.
2. Create and edit GIS spatial and attribute data stored in SQL Server and ArcGIS Online databases. Create metadata for GIS databases.
3. Design and produce computer-generated maps, reports, exhibits or graphic displays to professional standards.
4. Provide technical input and assistance in development of GIS databases and methods. Develop and document GIS and other technical procedures.
5. Convert records drawings to GIS. Maintain record drawing tracking system and pdf files. Research and verify accuracy and completeness of GIS utility databases.
6. Collect field data using mapping or survey grade GPS. Train and assist others in use of GPS equipment.
7. Provide information regarding city utilities using record drawings and the City's GIS information to the public, design engineers, and consultants via telephone, email, or at the customer service counter.
8. Position may provide support in addressing, asset management system development, implementation and maintenance, and record's retention.
9. Provide training, instruction and feedback to GIS users from other departments. May assist in scheduling assigned tasks to ensure accomplishment of functions in a timely manager.
10. Assist City departments in defining needs and developing GIS applications. Work with City departments to coordinate mapping and database needs for proposed projects to resolve problems.
11. Maintain records of completed assignments.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Four years of experience performing a variety of the essential job duties.
- Bachelor's degree in Geographic Information System, Computer Science, Engineering, Geography, Earth Sciences, or related degree with specific training in GIS technology.
- GIS certification preferred.
- Possession of, or ability to possess within one month of hire date, a Washington State Driver's license.
- Knowledge of the principles and practices of GIS database design, implementation, maintenance and analysis.
- Knowledge of cartographic and visual communication principles.
- Knowledge of programming languages (SQL, Python) and techniques used by ESRI software and composition data conversion methods.
- Knowledge of GPS principles, the Washington State Reference Network, and various coordinating systems used in GIS.
- Knowledge of AutoCAD civil layering standards.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

The incumbent generally operates a computer in an office environment where the noise level is usually low to moderate. The employee also works in the field collecting data and is required to carry and operate GPS equipment where conditions may include walking moderately steep slopes, walking over moderately rough terrain, or working near busy roadways. The employee is required to drive a car to collect field data. While in the field, the employee must be able to work safely at all times.

Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, martial status, sexual orientation, or the presence of a non job-related medical condition or disability.

Posted in-house: 10/12/18 - 10/18/18.