



City of Casa Grande

### GIS Analyst

**GENERAL PURPOSE:** Under general supervision, performs responsible technical duties in providing the collection and compilation, design, analysis and maintenance of geo-spatial data and providing output graphic data to users.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Analyzes, designs, programs and implements geographic information systems (GIS) and applications software. Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements and other projects.
- Maintains and updates databases using GIS, computer aided drafting and other software; supports database security; plans and implements disaster recovery actions.
- Develops and maintains links between various databases.
- Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of data.
- Performs project reporting, data creation, data transfer and map production using GIS and AutoCAD software.
- Participates in filling map and digital data requests from the public and other departments.
- Assists in the education and promotion of GIS to current and potential database users.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Generally none; may supervise other personnel as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's degree or equivalent course work at a technical or vocational school in geographic information systems, civil engineering or closely related field, OR four (4) years of technical experience in working with geographic information systems; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of GIS applications such as ArcGIS, ArcInfo and ArcView.
- Knowledge of database software such as Microsoft Access, SQL Server or Oracle.
- Knowledge of the Geodatabase and Geodatabase topology.
- Knowledge of symbols and terminology used in civil engineering, architecture or electronic engineering drawings.
  
- Skill in reading maps, plans and drawings; skill in inputting engineering and land use data.
- Skill in researching county and city records pertinent to a GIS database.
- Skill in determining, calculating, tabulating or summarizing data/information.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records.

**Special Requirements:** Valid State of Arizona Driver's License.

**Physical Demands / Work Environment:** Work is performed both in a standard office environment and in field settings.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*