

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: **GIS Analyst**
Department: Engineering Services Department

Range Number: 148
Location: City Hall
Date: January, 2015

GENERAL PURPOSE:

Implements GIS technologies through application development, data creation, and training for the City of Newberg. Considerable leeway is granted for the exercise of independent judgement and initiative.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Engineer or his/her designee.

SUPERVISION EXERCISED:

May supervise other staff and/or volunteers as assigned.

DISTINGUISHING CHARACTERISTICS:

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Provides programming and custom application development of the City's GIS database and streamlines and enables efficient use of GIS software, including developing Intranet and Internet applications, and creating automated routines for efficiency.

Provides analysis of GIS data, including analysis requests by departments and evaluates potential GIS software for incorporation into the City's GIS system.

Provide solution architecture, systems engineering, administration and software engineering including application and data architecture expertise for ArcGIS Server environment.

In coordination with the IT Department, performs system management functions including software installs, version upgrades and configuration management.

Provides project management for the development of special GIS related projects from inception to completion, including databases as needed to support project goals, understanding and interpreting the scope, goals, and objectives for projects.

Provides technical assistance and training in all facets of GIS, including software use, overlay processing techniques, analysis, periodic data development, and database manipulation.

Develop, maintain and manage the City's GIS data warehouse; ensure the integrity, quality and accurate content and structure of databases including geo-referenced raster and vector data, CAD based drawings and plans, and metadata and attribute data.

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops and training sessions and reviews publications to become and remain current on principles, practices and new developments in assigned work areas.

Meet with local agencies, other City departments, councils and organizations to discuss GIS data issues and the relationship of the GIS to other operations, systems and programs. Collaborate with other parties on obtaining accurate and complete information and maximizing resources.

Responds to citizen's questions and comments in a courteous and timely manner.

Provides office design support for environmental, water, sewer, street, storm, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.

Coordinates the preparation of, or develops, reviews and updates the water, wastewater, storm drainage, and street system maps, data base, and comprehensive plans.

Performs other duties as assigned.

PERIPHERAL DUTIES:

May perform a variety of office-related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering telephones and responding to inquires from contractors, developers, property owners, staff, and the general public.

Assists in surveying fieldwork as required by various Engineering Division projects.

Manages the archival and retrieval of city as-built construction plans and other system information.

Assists other City personnel in public works design, construction, inspection or surveying fieldwork.

Assists the maintenance and operations divisions in implementation of asset management software (Cartegraph).

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's Degree in GIS, engineering, geography, urban planning, computer science, or closely-related field and four years working with GIS data development, project management and GIS programming.

Knowledge of:

Personal computing and ESRI mapping technology; some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.

Project management skills and building business processes.

Ability to:

Prepare, organize and maintain computer drawing files and related office data, reports, and systems.

Communicate effectively, both orally and in writing.

Establish effective working relationships.

Ability to constantly produce a high degree of accuracy.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, GIS database, and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; desktop and mobile phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; written exercise, criminal history background check. Fingerprinting may also be conducted based upon necessity for accessing certain City facilities. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

APPROVAL



Kaaren Hofmann
City Engineer



Jacquie M. Betz
City Manager

Effective Date: January, 2015