

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB417 GIS Data Analyst II
POSITION #/TITLE: 2497, 2498 GIS Data Analyst II	Adopted: 02-08 Revised: 01-09

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 2490/NB388/GIS Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides support and maintenance of a wide variety of City-wide Enterprise Geographic Information System Databases and programs, provide customer assistance, create maps, and analyze complex geographic data. Essential functions include use of ArcInfo and ArcView software and geographic analysis. Performs related work as required.

Distinguishing Features of the Class

The work is performed under the supervision of the GIS Manager but considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Creates and manages the City GIS digital databases, including design, development, and analysis;
Imports and manages the data files used in the GIS system;
Coordinates and participates in the digitalization of base maps and the incorporation of other information into the GIS system using cartographic, analytical and other techniques to incorporate GIS data;
Meet with users to develop system or project requirements, and then transfer those requirements into design specifications that are used to obtain or develop GIS software and specific applications;
Develops procedures to manipulate and utilize raw data and present data in narrative and graphical formats as required;
Uses GPS (Global Positioning System) to gather data for GIS related use and Incorporate GPS (Global Positioning System) data into the GIS;
Interprets GIS spatial data pertaining to City departments and divisions and makes data and operational modifications and adjustments to enhance GIS system operations and performance;
Responds to department and council requests for presentation quality reporting. May make formal presentations relating to GIS;
Inspects and maintains GIS hardware such as plotters, digitizers and computers, including making some repairs as needed;

Trains other City employees in the use of the GIS system and troubleshoots operational problems as requested;
Researches current development and innovations involved with GIS systems and technology;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of GIS/CAD software, hardware and computer operating systems (specifically Microsoft Windows XP, Microstation, AutoCAD, ESRI ArcGIS, ArcInfo and ArcView, Relational Databases/SQL) and utilities used as the tools of GIS program customization and development;
Good knowledge of the functions and operations of the Information Technology Division;
Good knowledge of the interpretation of legal descriptions;
Good knowledge of GPS, Lat Long, coordinate systems and projections as related to GIS;
Ability to analyze spatial and tabular attribute data, and to prepare accurate and reliable reports containing findings, recommendations and conclusions;
Ability to work closely with GIS users and GIS programmers to develop innovative GIS solutions;
Ability to train others in the use of computer operations and GIS software applications;
Ability to install, upgrade, support and troubleshoot desktop GIS software applications;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, business and community groups and the public;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to work independently and make sound judgments based on available resources;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Geography, Planning, Computer Science, Engineering, GIS, Geology, or closely related field, and
Considerable experience working with computer software, hardware, and operations related to GIS and CAD Systems (ESRI ArcGIS and Bentley Microstation preferred), or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in the general office environment and to visit other work sites in the city, as well as fieldwork on uneven terrain.