



DeKalb County, Georgia Classification Specification

GIS ANALYST (08130)

Purpose of Classification:

The purpose of this classification is to analyze, design, and implement GIS-based solutions to meet county and department needs, to assist in enterprise database development, design, and management, and to assist in application development.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and maintains GIS system; plans, designs, maintains, and troubleshoots all aspects of the GIS system; coordinates, manages, and directs GIS database and application development, definitions, maintenance, and implementation in response to county needs; develops or customizes and configures software; advises on design and implementation of projects using GIS technology; performs data manipulation and integration in a database environment; develops web-based interactive maps and applications for county-wide implementation

Provides technical support for custom applications and packaged software products; troubleshoots problems and trains staff; consults with users to determine requirements affecting the development and implementation of the GIS system; tests and evaluates new hardware and software; assists end users with GIS and mapping-related work and problems.

Administers data; designs and implements data structures; manages databases, including data loading and data layer editing; performs statistical and quantitative spatial analysis of data.

Performs GIS analysis, data modelling, and mapping; reviews current and incoming data for accuracy, usefulness, quality, and documentation.

Prepares or assists in development of reports; provides supportive data and advice related to requests for proposals, bids, contracts, and service agreements; provides input into planning activities and budget preparation; prepares a variety of technical reports, correspondence, manuals, procedures, and other written materials.

Document technical issues via incident tracking which involves authoring, technical editing and publishing of Knowledge Base articles, as well as online content.

Communicates with GIS Director and department staff, staff from other county departments, third party service contractors, and other individuals as needed to coordinate the development and implementation of the GIS system.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Geography, Geographic Information Science (GIS), Engineering, Planning, Computer Science, or a related field; three years of experience with mapping and database management software, including application development and support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. GISP and/or ESRI certifications preferred.

Specific Knowledge, Skills, or Abilities: Solid understanding of GIS theory and applications. Clear understanding of ArcGIS Enterprise architecture, applications and functionality. Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job. Requires the ability to provide semi-formal training to others in specific areas using furnished teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, visual textures, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DeKalb County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.