JOB ANNOUNCEMENT
City of Treasure Island, Florida

JOB TITLE: Geographic Information System (GIS) Analyst I or II

DEPARTMENT: Information Technology and Communications

PAY GRADE: B / C

SALARY: $49,888 – $74,832 / $53,066 - $79,598

VACANCY: 1 Position beginning October 1, 2019

CLOSING DATE: Open Until Filled

GIS ANALYST I - GENERAL DESCRIPTION
This is professional and technical work in the development and maintenance of a Geographic Information System (GIS) and Information Technology, to support the Information Technology and Communications Department operations. Duties include but are not limited to: constructing mapping documents to support internal and external applications and software; developing and maintaining GIS data layers and metadata; interpreting and performing spatial analysis on GIS data layers to produce maps, reports, and other products; providing training and technical support for end-users; assisting in the development of GIS applications for use by department staff and the public; developing scripts to assist in performing assigned duties, both GIS/geoprocessing and non-GIS. Work is performed under the general direction of the IT & Communications Director.

ESSENTIAL JOB FUNCTIONS
- Serves as lead system administrator for the City’s Geographic Information Systems.
- Serves as a liaison between City departments, external agencies and the public regarding collection, development, access and dissemination of GIS information.
- Works closely with end-users to identify GIS requirements, and address technical issues and training needs.
- Performs research and analysis, and oversees the design and development of GIS solutions.
- Compiles and integrates cartographic data from a wide variety of sources for inclusion in map products; assists in the development and deployment of web mapping applications.
- Drives and implements GIS standards and best practices.
- Analyzes, troubleshoots and resolves GIS-related problems and end-user issues, and provides guidance to users on methods for correcting reported problems.
- Researches and coordinates the purchase of software, maintains software licenses and credits, and coordinates system changes and security.
- Remains current on the principles, practices and new developments in the GIS field, and acts as a thought-leader to drive GIS adoption.
- Supports end-users with all GIS mapping software, including desktop, mobile and browser applications.
These essential job functions are not to be construed as a complete statement of all duties performed. This position will serve as a member of a small but high-performing, cross-functional work team and assists with or assumes responsibilities as needed in all other areas of the Information Technology Department such as:

- Assist with desktop, network and security management.
- Assist with IT inventory, procurement, and end-of-life equipment disposal.
- Assist with End-User systems (Configuration, Installation of PC’s, Spyware/Malware removal, Printing, etc.).
- Assist with creating and maintaining documentation of IT systems and networks.
- Employee will be required to perform other job related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Geographic Information Systems, including ArcGIS Online, as applied within a municipal environment.
- Knowledge of cartographic map standards, ESRI mapping software, and database management.
- Knowledge of methods and techniques of engineering, land surveying, planning and spatial analysis.
- Knowledge of ArcGIS and ArcGIS Server, ArcSDE, AutoCad and SQL Server and data conversion and automation between different systems.
- General knowledge of operation and maintenance of computer software, hardware and operating systems.
- General knowledge of LAN and WAN, internet and remote access computer systems.
- Ability to maintain effective interpersonal relationships and function in a team environment.
- Ability to provide excellent customer service and handle difficult situations with tact and diplomacy.
- Participates in the development and implementation of departmental goals and objectives with IT staff, including prioritizing projects and classification of strategic, technical, maintenance, and other GIS projects.

EDUCATION AND EXPERIENCE

- Bachelor’s degree from an accredited college or university with a major in GIS, Computer Science or related field
- One (1) year of experience working with GIS systems and applications

An equivalent combination of training, education and/or experience may be substituted for the above qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS
• Valid Florida Driver’s License
• Geographic Information Systems Professional (GISP) preferred

ESSENTIAL PHYSICAL SKILLS
• Acceptable eyesight (with or without corrections)
• Acceptable hearing (with or without aid)
• Ability to communicate effectively both orally and in writing.
• Ability to access, input and retrieve information from a computer.
• Ability to frequently change from walking, standing some lifting and carrying objects of light to heavy weight (5-50 pounds).

ENVIRONMENTAL CONDITIONS
Work is performed inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

GIS ANALYST II - GENERAL DESCRIPTION
This is professional, technical, and analytical work in the development and maintenance of a Geographic Information System (GIS) and Information Technology, to support the Information Technology and Communications Department operations. Duties include but are not limited to: constructing mapping documents to support internal and external applications and software; developing and maintaining GIS data layers and metadata; interpreting and performing spatial analysis on GIS data layers to produce maps, reports, and other products; providing training and technical support for end-users; assisting in the development of GIS applications for use by department staff and the public; developing scripts to assist in performing assigned duties, both GIS/geoprocessing and non-GIS. Work is performed under the general direction of the IT & Communications Director.

ESSENTIAL JOB FUNCTIONS
• Serves as lead system administrator for the City’s Geographic Information Systems.
• Serves as a liaison between City departments, external agencies and the public regarding collection, development, access and dissemination of GIS information.
• Works closely with end-users to identify GIS requirements, and address technical issues and training needs.
• Performs research and analysis, and oversees the design and development of GIS solutions.
• Compiles and integrates cartographic data from a wide variety of sources for inclusion in map products; assists in the development and deployment of web mapping applications.
• Drives and implements GIS standards and best practices.
• Evaluates and researches technologies and products for future software adoption and develops budgets for future technology needs.
• Analyzes, troubleshoots and resolves GIS-related problems and end-user issues, and provides guidance to users on methods for correcting reported problems.
• Writes code to deliver and maintain customized mapping applications and develops automated ETL (extract, transform, load) processes to migrate external data into the enterprise geodatabase.
• Researches and coordinates the purchase of software, maintains software licenses and credits, and coordinates system changes and security.
• Remains current on the principles, practices and new developments in the GIS field, and acts as a thought-leader to drive GIS adoption.
• Supports end-users with all GIS mapping software, including desktop, mobile and browser applications.
• Offers production support for CAD and mapping
• May provide lead supervision on projects over other technical staff, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed. This position will serve as a member of a small but high-performing, cross-functional work team and assists with or assumes responsibilities as needed in all other areas of the Information Technology Department such as:
• Assist with desktop, network and security management.
• Assist with IT inventory, procurement, and end-of-life equipment disposal.
• Assist with End-User systems (Configuration, Installation of PC’s, Spyware/Malware removal, printing, etc.).
• Assist with creating and maintaining documentation of IT systems and networks.
• Employee will be required to perform other job related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES
• Knowledge of Geographic Information Systems, including ArcGIS Online, as applied within a municipal environment.
• Knowledge of cartographic map standards, ESRI mapping software, and database management.
• Knowledge of methods and techniques of engineering, land surveying, planning and spatial analysis.
• Knowledge of ArcGIS and ArcGIS Server, ArcSDE, AutoCad and SQL Server and automation between different systems.
• Knowledge of ESRI’s ArcGIS Online and ESRI’s Local Government Information Model.
• Ability to evaluate software and tools that will facilitate efficient GIS workflows and boost productivity.
• Ability to accept increasing responsibility and to initiate and implement decisions.
• Ability to maintain effective interpersonal relationships and function in a team environment.
• Ability to provide excellent customer service and handle difficult situations with tact and diplomacy.
• Familiarity with enterprise management systems, specifically; EnerGov, City Works, and SeeClickFix.
• Participates in the development and implementation of departmental goals and objectives with IT staff, including prioritizing projects and classification of strategic, technical, maintenance, and other GIS projects.
• Knowledge of operation and maintenance of computer software, hardware and operating systems.

EDUCATION AND EXPERIENCE
• Bachelor’s degree from an accredited college or university with a major in GIS, Computer Science or related field
• Three (3) years of experience working with GIS systems and applications
• Prior work experience in a Florida municipality or public entity is preferred.

An equivalent combination of training, education and/or experience may be substituted for the above qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS
• Valid Florida Driver’s License
• Geographic Information Systems Professional (GISP) preferred

ESSENTIAL PHYSICAL SKILLS
• Acceptable eyesight (with or without corrections)
• Acceptable hearing (with or without aid)
• Ability to communicate effectively both orally and in writing.
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