



**GIS ANALYST  
JOB DESCRIPTION**

JOB TITLE: GIS Analyst	CLASSIFICATION: Technician	IMMEDIATE SUPERVISOR: GIS Manager
PAY GRADE: 131	DEPT: 3900 Engineering	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON- EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Create, update and maintain geographic information system (GIS) data and perform data analysis in the desktop and online environment. Create and maintain ArcGIS webmaps, apps and Survey123 surveys to support online mapping for data sharing and mobile data collection. Provide GIS support for other departments.

**SUPERVISION EXERCISED:** Contract labor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create, maintain and edit GIS data and features.
- Understanding of Geodatabase design.
- Understanding of ArcSDE environment and ArcGIS map services.
- Utilize ArcGIS online webmaps / apps, Survey123 and mobile mapping applications to interact with GIS data.
- Query GIS data and display results using maps, graphs and tabular data.
- Scan and digitize as-built data into GIS system.
- Review incoming data for accuracy and completeness.
- Prepare GIS metadata consistent with Village standards.
- Collect GIS data in the field using Arcgis Collector / Fieldmaps and GPS equipment.
- Prepare GIS data for use in digital presentations.
- Print and plot large maps for display purposes.
- Interacts and communicates with various groups and individuals such as other Village department/division heads and employees, developers, realtors, engineers, architects, contractors, County government departments, regulatory personnel, customers, and the general public.
- Ability to present information and clearly and professionally communicate in both verbal and written format.

**OTHER DUTIES:**

- Receives and responds to inquiries, concerns and complaints from the public/customers, other Village departments and agencies as required.
- Performs related duties as assigned and required.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- Bachelors Degree preferred or equivalent certifications in GIS or related field.
- Three to five years of experience in GIS or
- An equivalent combination of education, training and experience that provides the required computer and technical knowledge, skills and abilities.

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of GIS workstation hardware, software and peripherals in a computer network environment, specifically ESRI ArcGIS products. (ArcMap, ArcGIS Pro, ArcGIS Online, Survey123)
- Knowledge of computer graphics.
- Knowledge of GIS principles and practices.
- Edit and create GIS spatial and attribute data.
- Perform GIS spatial analysis.
- Create production quality maps at various scales as needed.
- Print and plot large size maps.
- Import and display AutoCad data within the GIS system.
- Rectify raster data into GIS.
- Ability to express ideas clearly and concisely, both orally and in writing.

### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

### **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.

While performing the duties of this job, the employee must be able to sit for extended periods of time at a desk and is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**TOOLS & EQUIPMENT USED:** Computer, calculator, copier, scanner, plotter, printer, engineer's scale, telephone, drafting instruments, metal detector, survey equipment, etc.

**ENVIRONMENTAL CONDITIONS:**

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 frequently works in outside weather conditions such as extreme heat, mild to moderate cold, and is exposed to wet and/or humid conditions, toxic or caustic chemicals, uneven or rough terrain, and dense vegetation areas. The noise level in the work environment is generally quiet while in the office, and moderately noisy or loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required; pre-employment criminal background. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

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.

**JOB HISTORY:**

Created: 10-1-14

Updated: 09-26-19

Updated: 07-21-21

Updated: 06-15-23