

GIS Analyst

GENERAL SUMMARY

Primary functions of the job are, in addition to performing the duties of a technician, administering and troubleshooting GIS databases, administering grants, managing special projects, and assisting with evaluating and selecting new equipment. Employees in this job have no formal supervisory role; however, incumbents may train, guide, prioritize, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in his/her own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Develops, maintains, and administers applicable GIS systems
- Prepares GIS layers, datasets, and applications for applicable internal departments and local municipalities; prepares related metadata and customized GIS interfaces
- Performs a variety of administrative activities in support of department operations, which may include writing grants, preparing administrative and service contracts
- Maintains master street index, GIS street centerline, and address point files
- Assigns addresses for new construction projects, land divisions, plat/condominium projects, and related areas; performs field verifications of existing addresses; troubleshoots, and corrects addressing discrepancies, and notifies appropriate internal departments and/or external agencies
- Research descriptions, identifies and corrects problems in descriptions, and keeps inter-related departments and township officials informed. Creates tax maps for departmental and County use.
- Researches and recommends ways to improve the tax mapping process.
- Maintains databases and keeps information current.
- Updates and creates GIS layers related to the Equalization tax mapping projects and readjusts or corrects parcel layers to fit the County's framework, scanning in and geo-rectifying subdivision plats for digitizing, researching discrepancies through deeds and surveys.
- Gathers and verifies field data for utilization in mapping applications, the 911 system, and other parties who have an interest in accurate location of address points and other point features.
- Prints map books, ensuring compliance with standardized formats.
- Verifies deed descriptions to allow recording of document and to determine tax identification numbers to certify currency of tax payments.
- Certifies land descriptions for the Register of Deeds and Treasurer's Office, verifying land descriptions and parcel numbers.

Grand Traverse County, MI Job Description

- Produces blueprints and map products for County departments, townships, and the public.
- Provides information and assistance to other County employees and the public concerning County maps and property.
- Provides guidance and training to other GIS staff and interns.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in GIS, geography, computer science, engineering, cartography, or related field
- Two to four years of experience in the use of Arc Info, ArcView, MSAccess applications and Avenue programming, CAD or other related computer experience (SDE); and prefer exposure to personnel management and project planning
Additional two years directly related experience may substitute for each year of education (up to two years of education) if there is demonstrated knowledge, ability and skills to perform the work

CERTIFICATIONS, LICENSES

- GIS certification or certificate
- Assessor certification
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, and could impact others outside of a department and may require the intervention of an agency head to resolve. Compared to the GIS Technician classification, work is more varied and complex, requiring more experience to provide expertise in the field.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; use hands to finger, handle, or feel.
- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Considerable knowledge of Geographic Information Systems, including programming procedures and techniques.
- Knowledge of the principles, methods, and techniques of map creation, land descriptions, parcel numbers, and related concepts.
- Knowledge of the principles, methods, and techniques of property appraisal and tax assessing as applied to land, buildings, and personal property.
- Knowledge of current state and local laws governing real estate and tax assessments.
- Knowledge and ability to use a personal computer to prepare maps, enter and maintain data, create maps and reports, and search for and compile data.
- Interpersonal skills necessary to work courteously and effectively with other employees and the public.
- Skill in operation of modern office equipment such as personal computers, facsimiles, copiers, scanners, and telephones.
- Ability to understand and interpret property descriptions and plat maps.
- Ability to work independently.
- Ability to think analytically, detect errors, determine causes, and make corrections.
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.