



CITY OF HOOD RIVER

PUBLIC WORKS DEPARTMENT

211 Second St., Hood River, OR 97031 Phone: (541) 387-5210

Job Description GIS Analyst

Department : Public Works
Reports to: Director of Public Works
Classification: Non-Exempt, Non-represented

Purpose of the Position

The GIS Analyst is responsible for providing operational, technical, and administrative support for the City's Geographic Information System (GIS) program.

Scope

Reporting to the Director of Public Works, the GIS Analyst will oversee the City's GIS program and provide support to all of the City's major departments; administration, planning, public works/engineering, fire and police.

The GIS Analyst is responsible for updating and maintaining the GIS database and user interface as the City develops and the need for geospatial information increases. The GIS Analyst monitors the GIS servers and other hardware to identify needed maintenance and upgrades, will perform presentation, modeling, data analysis, and spatial analysis tasks in support of City projects.

Detailed Job Responsibilities

Utilities and Assets

- Locate and input data pertaining to existing City infrastructure
- Update utility networks as development and replacement occur
- Support the development and maintenance of the City's GIS-based asset management software program

Land Use

- Update tax maps as land use actions (subdivisions, partitions, etc.) occur in partnership with the county
- Update zoning maps and overlay zones (fire districts, school districts, urban renewal districts, etc.)

Fire and Police

- Advise, coordinate and maintain department specific GIS applications

Administration

- Provide analysis, graphics, and specialized support for various City programs and public information campaigns

Information Technology

- Coordinate with internal and external IT managers to ensure efficient and effective maintenance of hardware and software systems related to GIS
- Analyze and communicate the ongoing expenses for budgeting purposes

General

- Assist City staff with utilization of the GIS software, including training
- Solicit suggestions for and execute improvements to the GIS interface

Minimum Requirements

Experience:

Four years of progressively responsible experience with Geographical Information Systems, programming, systems analysis, or integration and management, or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Education:

Bachelor's degree in geography, urban planning, environmental science or related field.

An acceptable combination of experience, training or education that meets the minimum requirements.

Qualifications

Certifications

GIS Professional (GISP) certification OR certificate of completion of a URISA-approved GIS training program.

Knowledge

- GIS software such as: ArcIMS, ArcServer, ArcSDE, ArcGIS Desktop, 3D Analyst, Spatial Analyst
- Digitizing and data manipulation procedures for GIS; database design; computer system designs
- Network structure, including, testing procedures, backup and recovery procedures, security processes
- GIS programming and customization techniques, Application programming languages such as: Visual Studio, ASP.NET, VB, IIS, VBA, Python, web technologies including HTML, Javascript, XML
- Database knowledge to include: SQL Server (T-SQL) RBMS, MSAccess
- Statistics and spatial data analysis
- Principles and practices of the Global Positioning System (GPS)
- Communication/data transfer languages/protocols

Skills

- Analyze and integrate complex data and recommend appropriate systemic improvements for resolution
- keep current of new technology trends and make recommendations
- Prepare and maintain complex reports and records applicable to GIS Data
- Establish and maintain effective working relationships with employees, partner agencies and the public
- Work safely and support the culture of workplace safety

- Work with a team or individually to identify and prioritize tasks and develop contingency plans for multiple tasks and projects
- Communicate effectively in a variety of environments and stress levels

Attributes

Be respectful and possess cultural awareness and sensitivity, be flexible, consistent and fair. Demonstrate sound work ethics and maintain high standards of conduct.

Work Environment and Physical Demands

Essential functions include walking or driving to various departments and locations; sitting and using repetitive hand-wrist motion for data analysis and computer work; working around and with other staff and county departments; communicating in ordinary conversation and technical presentations.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act, the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager Steve Wheeler Date: 8/15/17

Approved: Director of Public Works Mike Flagg Date: 8/9/17