



Title: GIS Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from GIS Coordinator
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates Degree or equivalent
- **Experience:** Minimum of three years related experience. Requires working knowledge of specialized geospatial practices and ESRI applications and procedures, understanding of GNSS related equipment, related applications and procedures.
- **Licenses/Certifications/Special Requirements:**
 - TOC-D Certification within 6 months of hire

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience developing and maintaining quality assurance and quality control procedures for geospatial data and business processes – includes developing appropriate documentation.
- Experience developing geospatial analysis criteria using ESRI or similar products and tools, in particular, knowledge and experience using the ESRI Model Builder to create repeatable processes for data analysis.

JOB SUMMARY

The purpose of this position is to architect, implement, and maintain the enterprise GIS database and software used to manage the system. This includes the development of Quality Assurance/Quality Control procedures to ensure data integrity within the enterprise database. Acts as the primary resource for the development of data analysis processes, leveraging appropriate tools (ESRI Model Builder) to provide means to document and repeat activities as necessary. Acts as the technical liaison for all geospatial extensions (applications) used throughout the enterprise and City. Position, under the direction of the GIS Coordinator, will administer and manage all upgrades to related software packages as well as base ESRI product, ensuring compatibility across the enterprise and documenting all activity with respect to use and disaster recovery requirements. Position will also have ability to support all GIS functions in absence of GIS Coordinator.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Architects, implements, and maintains the enterprise GIS database and software. Develops and manages all documentation associated with business processes related to the management of enterprise GIS database.
2	Develops, administers, and documents all data analytical processes required for both Adhoc requests and project related needs.
3	Technical liaison for all geospatial applications under the direct care of the GIS Team. These include base products as well as extensions integrated COTS (commercial off the shelf) products used in the environment.
4	Provides IT Level-3 support to all geospatial applications managed as the IT technical liaison.
5	Works closely with IT Programmer to define and document business processes requiring additional programming outside of the purview of this position.
6	Technical lead in the role of Quality Assurance/Quality Control of enterprise GIS data, works closely with data maintainers to ensure approved workflows and processes are followed and adhered to.
7	Provides support for all GIS functions in absence of GIS Coordinator.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, etc.

PROTECTIVE EQUIPMENT REQUIRED:

None required.