

GIS ANALYST

Job Code	Pay Grade
20578	CL20

Nature of Work

This is professional and technical work in the development and maintenance of a Geographic Information System (GIS) to support the Property Appraiser's Office 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; assisting in the maintenance, backups, and performance tuning of a multi-user enterprise geodatabase; Interpreting and performing complex 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 general public; developing scripts to assist in performing assigned duties, both GIS/geoprocessing and non-GIS. Work is performed under the general direction of a technical supervisor.

Minimum Qualifications Requirements

- 6 years professional experience in the analysis and management of an information systems network's administrative and operations requirements for GIS systems; or
- Associate's degree with coursework in computer and information science, information technology/computer graphics/ArcGIS, or related field and 4 years of professional experience as described above; or
- Bachelor's degree and 2 years professional experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks

- Assists with map production using data sets maintained in an enterprise geodatabase.
- 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.
- Assists with creating, publishing, and maintaining map services.
- Supports end-users with all GIS mapping software, including desktop and browser.
- Responds to technical questions from GIS users needing assistance and resolves problems; provides technical assistance to others on assigned projects and serves as a resource person to other departments on GIS related topics; refers and discusses complex problems with supervisor or other designated contacts as appropriate.
- Creates thematic and spatial maps for ArcGIS Desktop and ArcGIS Server.
- Supports GIS Cadastralists with data editing, QA/QC, workflow management, and process documentation.
- Maintains feature classes and metadata within an enterprise geodatabase.
- Develops and maintains Extraction, Transformation, and Loading processes of GIS data between separate enterprise geodatabases.
- Performs performance analysis on enterprise geodatabase, map services, and map documents.
- Assists with the integration of GIS maps into existing CAMA systems.
- Assists with spatial reports for geodatabase integrity, performance, and the property valuation process
- Provides training and support to GIS end users in all Departments, including the Public.
- Assists in Geodatabase, ArcGIS Server, Operating System, and Hardware upgrades.
- Implements, maintains, and tests geodatabase backup, including documentation for backup and recovery.

GIS ANALYST (continued)

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Knowledge, Skills, and Abilities

- Knowledge with SQL and familiarity with the fundamental principles of relational databases.
- Knowledge of ArcGIS Desktop, ArcSDE, Geoprocessing, GIS Map Services.
- Knowledge of GIS data creation, conversion, Etl, and backup.
- Knowledge of ArcGIS for Server map services creation and/or maintenance.
- Knowledge of map production and cartography.
- Knowledge of ArcSDE Administration and geodatabase design principals.
- Knowledge of thematic map creation and accurate cartographic representation.
- Knowledge of geoprocessing scripting, preferably python.
- Knowledge of appraisal processes with a focus on spatial integration/interaction between appraisal data and GIS data.
- Skill in excellent verbal and written communication.
- Ability to perform spatial analysis and create maps with ArcGIS software.
- Ability to provide GIS technical support to internal and external County clients.
- Ability to use the ArcGIS suite of products for specific project delivery.
- Ability to evaluate software and tools that will facilitate efficient GIS workflows and boost productivity.
- Ability to work independently and in a team environment.
- Ability to accept increasing responsibility and to initiate and implement decisions.
- Ability to establish and maintain effective working relationships with the public and other employees.

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Created	EEOC Code	Overtime Code
03/16	Professionals	Classified/Excluded