



Date Revised: April 2023

GIS Analyst

Job Grade: 14
Exempt: YES
Safety Classification: Non Safety
Department: Information Technology
Reports To: GIS Manager – Information Technology
Location: Washington County Courthouse

SUMMARY:

The GIS Analyst is responsible for the Hardware and Software required to map addresses in and accurately pinpoint 9-1-1 data in Washington County. As well as day to day operations including assigning, updating, recording and distributing information regarding 9-1-1 addresses, street names, subdivisions, Emergency Service Boundaries including Auto Aid Areas, Annexations, school district boundaries, and voting precinct boundaries to proper agencies. The incumbent is required to digitally plot new streets and roads with proper addressing ranges and assign 9-1-1 addresses in the county and most small towns, notify proper agencies and the customer ensuring accurate data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, implement and maintain technology systems to enable a functional modern 9-1-1 network.
- Coordinate hardware maintenance and upgrades to existing 9-1-1 mapping equipment. Ensure compliance with all state and federal guidelines.
- Assign and update 9-1-1 addresses. Record new addresses on digital maps and relational database. Field verify addresses as required.
- Plot new streets and address new subdivisions and work with cities to re-address annexed areas.
- Perform project management concerning GIS and 9-1-1 database.
- Update County Master Street Address Guide as required. Work with cities and postal service to avoid street name duplications and incorrect addresses.
- Stay current with the planning and research principles and practices of GIS.
- Must have comprehensive technical knowledge of GIS internal structure, maintenance procedures, customization of processes, understanding external interfaces, and knowledge of development trends in GIS mapping.
- Produce and print maps and/or provide database files for various city and county agencies and offices, school districts, utility companies and for customers as requested.
- Educate and assist other departments with GIS data creation and map production services.
- Perform regular backups of electronic files and databases.



WASHINGTON COUNTY

Job Description –GIS Analyst

- Prepare correspondence to telephone companies, post offices, emergency response agencies, utility companies and customers.
- Communicate directly with various emergency service agencies, county and city offices, utility companies and customers. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
- Assign and coordinate GIS intern projects based on each of the interns' schedules and abilities. Determine which projects have higher priority, and ensure those are completed first.
- Assume duties of GIS Manager in his absence i.e. taking corrective measures to insure any outages are quickly repaired and coordinate that the public is made aware of potential long term outages and how to contact emergency service providers during the outage.
- Respond to after-hours emergencies and disasters as needed to provide mapping and technical support.
- Perform any other related duties as required or assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, or 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SOFTWARE SKILLS REQUIRED

Advanced: Database, ESRI mapping software

Intermediate: Contact Management, Spreadsheet



Basic: Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.



ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

Supervises small groups of volunteers

EDUCATION and/or EXPERIENCE:

Bachelor's degree in GIS, Geography or a related field from an accredited college or university or equivalent years of experience. Minimum of 5 years related experience or training. Computer training in: Windows Office, SQL database, Intrado 9-1-1 Net, ESRI Arc Desktop, ESRI ArcSDE, RightCAD, Southern Software CAD. Must have knowledge of a variety of positioning and remote sensing technologies.

OTHER SKILLS and ABILITIES:

The incumbent must be able to work with minimal oversight possess computer skills, digitized mapping skills, and working knowledge of general office equipment. Must possess excellent communication and interpersonal relations skills as lines of communication between 9-1-1 Operations and emergency services providers and customers must be clearly defined to ensure that all procedures are understood. Must have same skills to communicate with other county department heads and elected officials on both city and county level when needed. Must hold valid Arkansas driver's license with a driving record that complies with Washington County Fleet Safety Program.

The GIS Analyst will be on call 24/7 in the GIS Manager's absence.



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SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____