

JEFFERSON COUNTY
Job Description

Job Title: Geographic Information System (GIS) Analyst / Cartographer
Department: Central Services
Reports To: Director of Central Services
FLSA Exempt: NO
HIP AA: Level 3
Union: Teamsters
BBP: NO
Salary Level: IS III
Location: Courthouse
Approved By: Human Resources Manager
Approved Date: June 2018

SUMMARY

Performs a wide variety of tasks and technical assistance, guidance, and training in GIS with an emphasis on Assessor parcel mapping by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Work with the GIS, Assessor, and IT staff to find solutions to requests/needs of the various GIS, survey interpretation, and cartographic needs of system users.

Provide GIS analysis, processing, mapping, assistance, and training to County departments. Obtain, create, and maintain GIS data. Provide web-based mapping and database lookup applications.

Maintain Assessor parcel maps in ESRI's ArcGIS, referencing aerial imagery, deeds, surveys and plats that can be outputted in sectional subdivision format. Plot and distribute maps according to prescribed policies and procedures.

Review legal descriptions for errors on new plats, segregations, sales, boundary line adjustments and road vacations.

Reviews new subdivision and county district boundary maps. Revises specified source maps accordingly, constructing new maps where needed.

Writes legal descriptions for government functions related to land parcels.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

COMPETENCIES - To perform the job successfully, an individual should demonstrate competency in the following:

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other's ideas and tries new things.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets other's attention.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's (BA or BS) degree from a four-year college or university in an appropriate field of study and three (3) years related experience; or an Associate's Degree (AA) in an appropriate field of study and five (5) years related experience; or GISP professional certification; or the equivalent combination of education and experience. Technical or post-graduate education that is directly related may substitute for up to two (2) years of experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as ordinances, statutes, software documentation, and various computer programming languages. Ability to analyze information and write reports for consumption by others. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Understanding of coordinate geometry and trigonometric concepts as related to surveying and GIS. Ability to utilize variables in various programming languages to perform calculations.

REASONING ABILITY

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

COMPUTER SKILLS:

To perform this job successfully, an individual must have knowledge of ArcGIS and MS Office software.

DESIRED SKILLS:

Understanding of ESRI Enterprise geodatabases and the Parcel Fabric.
Basic understanding of the Python scripting language and ESRI's Modelbuilder.
Experience with ArcGIS Enterprise and ArcGIS Online.
Basic to intermediate skills working with AutoCAD.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's license.

OTHER SKILLS & ABILITIES

Knowledge of GIS concepts, geoprocessing and spatial data management.

Ability to utilize GIS software to produce map and data products.

Experience with Microsoft Windows, SQL, and major network operating systems.

Technical skill in computational operations relating to land survey type operations including competency in coordinate geometry.

PHYSICAL DEMANDS: 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: 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.

The noise level is moderate.

CAREER LADDER/SKILL BAND POSITION

This position is part of the Information Services Skill Band.