

City of Martinsburg



JOB: GIS ANALYST

DATE: 8/1/2018

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**REPORTS TO: PUBLIC WORKS
DIRECTOR**

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: GIS ANALYST

- **PAY STATUS: NON-EXEMPT**

2. REQUIREMENTS:

	Education:	Bachelor's degree in environmental studies or related field, or any equivalent of combination of related education and a minimum of two years' experience in geographic information systems (GIS).
	Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire and maintain a valid West Virginia driver's license.
	Experience	Education and/or experience above or any equivalent combination of education and experience.
	Skills, Knowledge and Abilities:	<p>Knowledge of stormwater management programs and procedures.</p> <p>Knowledge of planning principles and code enforcement.</p> <p>Knowledge and ability to manage GIS data including data collection, editing, and both desktop publishing and use of ArcGIS Online and/or ArcGIS Enterprise.</p> <p>Knowledge of computer programs with the ability to develop, prepare and present reports and recommendations to City staff, City Council, outside agencies and groups at public hearings and meetings.</p> <p>Ability to analyze and interpret the City stormwater ordinance(s) and department policies/regulations.</p> <p>Ability to work independently with little direction, including prioritization and management of tasks and schedules.</p> <p>Ability to effectively establish and maintain positive working relationships with City Officials, department heads, associates and the general public recognizing the role as a City representative.</p> <p>Ability to speak in public forums presenting a positive image of the City and its programs.</p> <p>Ability to attend and support environmental education programs for the public at public hearings, schools, conferences and workshops.</p>

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		<p>Ability to adhere to a flexible schedule to accommodate meetings and activities related to position.</p> <p>Ability to maintain confidentiality and handle related matters discreetly.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p>	
	Physical:	Body Positions:	Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling.
		Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.</p>
		Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
	Mental:	Language	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.
		Supervision Exercised	None.
		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- 3. TASKS and DUTIES OF JOB: General Definition: Under the direct supervision of Public Works Director, performs tasks associated with planning, development and management of the GIS and asset management systems of the Public Works and Utilities Departments. In cooperation with the Stormwater Program Coordinator, the Stormwater Analyst will perform tasks such as:**

Oversees and provides geographic information system (GIS) services to the Public Works and Utilities Departments while maintaining the Enterprise Infrastructure Assets and keeping it current with GIS Technology; responsible for capturing, coordinating, and utilizing Infrastructure assets in GIS-Centric Asset Management System.

Ensures all Enterprise Infrastructure Asset GIS data is kept current and accurate. Coordinates data capture from a variety of sources. Performs & oversees data manipulation between computer platforms. Oversees all QA/QC on all data capture and maintenance. Resolves data and software issues.

Responsible for short and long-term GIS planning projects, data capture and maintenance procedures, and equitable task distribution to all GIS resources. Coordinates with appropriate personnel to obtain all data needed for GIS projects; Coordinates with other City, local GIS staff, and contractors to assimilate data and workflow; coordinates and ensures that all documentation is professionally completed to include all GIS metadata. Coordinates Stormwater GIS intern program with local schools.

Develops, coordinates and performs training of all GIS resources available; and analyzes data and resolves discrepancies; performs analyses for all projects; directs and oversees QA/QC for all projects.

Acquires digital spatial data from local, state and federal agencies; integrates data into the GIS. Participates in research and coordination with surrounding jurisdictions in areas of common interest; and maintains liaison with vendors and consultants throughout implementation and operation of system.

Performs other duties as assigned related to the stormwater management program.

Employee is required to use or operate motorized vehicles and equipment, including various types of surveying and GPS equipment, computers, computer programs, GIS programs and equipment, telephone, calculator, copy and fax machine. While performing the duties of this job, the employee works in an inside office setting as well as outside in weather conditions of all types. Employee must use all safety issued equipment properly in the performance of the duties of this position. Improper neglectful use of equipment adds a hazard to the job being performed. The employee may be exposed

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to fumes or air borne particles, toxic or caustic chemicals. Noise level in the work environment may be loud.

1	Maintains the required confidentiality of all work.
2	Performs GIS and asset management tasks for the various needs of the Stormwater Management Program of the Public Works Department and asset management tasks for the Utilities Department.
3	Assists the Public Works Director to implement Stormwater Management program.
4	Exercises independent judgment to make decisions regarding required adjustments to schedule and/or staffing assignments.
5	Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to the Public Works Director.
6	Any and all other duties assigned by the Public Works Director.

4. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with subordinates, co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner/public engagement.
8	Accurate in duties as assigned.

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	9	Prepares required reports accurately and timely.
	10	Strives to develop and maintain skills necessary to progress in the GIS Administrator position. Seeks opportunities to grow and develop in position.

I have reviewed and understand the task and duty description. The job description is not exhaustive but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee

Date

Supervisor

Date