

Geographic Information System Analyst

Job Code: 6771

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Interprets and prepares information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped.

- Maintains complex geographic datasets and GIS web applications. Performs updates and edits.
- Performs standard spatial analyses such as buffering, spatial overlays and distance calculations.
- Configures GIS applications using standard software configuration tools.
- Collects and analyzes data to make geospatial decisions. Researches source documents to resolve missing or conflicting data. and corrects problems with data.
- Writes programs using development tools and programming languages. Develops, modifies, and adapts systems and hardware con
- Designs databases, supports colleagues that use GIS and integrates GIS with other technology.
- Develops custom geospatial solutions/applications for projects and manages project workflow. Manages project timelines and provides status reports to ensure task completion within established timeframe.
- Maintains GIS-related documentation and procedures. Writes reports suitable for both technical and non-technical audiences.
- Provides necessary training to end users on processes and applications as necessary.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

Experience:

Required: 24 months of technical experience in the development, uses, and operations of GIS, including the entry, editing, and retrieval of geospatial data in GIS databases.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Analytical and problem-solving skills
- Ability to communicate verbally and in writing
- Ability to work independently and as a team member
- Ability to research, collect, organize, and analyze data

Working Conditions

Physical:

Sit for prolonged periods of time. Ability to engage in repetitive motion. Communicate effectively.

Environmental:

Standard Office Work Environment. Frequent exposure to pressure caused by deadlines and busy periods.

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