

CITY OF GLENDALE

TITLE:	GIS Analyst	CLASS CODE:	297
REPORTS TO:	Information Technology Manager	GRADE:	26
DEPARTMENT:	Information Technology	FLSA:	E

JOB DESCRIPTION DATE: September 1, 2006

JOB SUMMARY

Under general supervision, designs, develops, maintains and updates Geographic Information Systems (GIS) applications to include City of Glendale maps and GIS databases associate with those maps. This position will also work with legacy databases to develop appropriate work product using GIS tools. This position will also work with City Leadership, staff from various departments and city organizations to determine respective GIS needs.

ESSENTIAL FUNCTIONS

1. Researches, analyzes and evaluates requests for new or improved GIS application functionality with emphasis on business need and benefit.
2. Derive accurate GIS application needs analysis through stakeholder interviews.
3. Design, develop, implement and maintain software GIS applications utilizing established City standards and practices.
4. Interface with users, consultants, technical teams and vendors for maximum guidance in determining the most appropriate approach in providing GIS functionality.
5. Insures code changes and modifications are managed using a documented change request system.
6. Prepares and maintains documentation that is current and accurately reflects the GIS application architecture, components and software revision levels as appropriate.
7. Develops, implements and monitors appropriate application security procedures to safeguard the city infrastructure from physical harm, viruses, unauthorized users and potential data loss.
8. Develops and monitors appropriate performance metrics to identify and correct application performance deficiencies.
9. Develops documentation, checklists and processes for communicating appropriate support information to the city support personnel. Provides training as appropriate.
10. Provides technical assistance, support and training to City staff; solves user problems with existing approved software application systems.
11. Develop project schedules, prioritize tasks, meet project schedule requirements.
12. Provide on call support during non-business hours.
13. Maintains a high level of current knowledge regarding systems, technology, and communications.

SECONDARY FUNCTIONS

14. Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

GIS technology including but not limited to ESRI products
Microsoft Windows operating systems and supporting vendor programs
Database structures and integration
GUI or user interface design
Software design methods
Database operation, ability to create SQL statements
Web technology, protocols and practices
Statistical analysis and presentation of data

Skill in:

Troubleshooting computer software problems
Managing application development projects
Creating design documents and user guides that accurately reflect business needs

Ability to:

Work effectively with users, technical personnel and consultants to achieve stated objectives
Read maps, topographical diagrams
Develop and instruct training programs in automated systems, microcomputers, software applications and usage
Conduct research, prepare reports and recommendations
Establish and maintain effective working relationships with City staff and community representatives
Communicate effectively verbally and in writing
Continually learn and demonstrate new skills via hands on training, classroom training and self-study

WORKING CONDITIONS

Office setting. The risks of exposure to electrical hazards can be substantially controlled by following safe handling practices when installing and upgrading equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Information Systems, Computer Science or Engineering or Geography and two years of experience utilizing GIS technology.

Any equivalent combination of training and experience that provides the required knowledge, skills, and ability may qualify.

SPECIAL REQUIREMENTS

Valid Arizona drivers license
Ability to work overtime, shifts, weekends and holidays as required