



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> GIS Analyst I	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 6
<b>Reports to:</b> GIS Director	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> October 19, 2020	<b>Union Status:</b> Non-represented

### Summary

Professional and technical work operating and updating the Cape Cod Commission's Geographic Information System (GIS), including the collection and input of data, analysis, and support of regional mapping; all other related work as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Updates and maintains the Commission's GIS database, using a variety of computer equipment and software programs. Searches for and makes updates of geographic position of mapped themes or associated attribute data, as well as developing digital versions of themes not in the database.

Analyzes planning and regulatory scenarios (ex. flood zones, public water supply, natural habitat) in order to provide appropriate response or mitigation and to reduce potential threats to public safety and resources. Creates three dimensional views for visualizing planning scenarios such as village center revitalizations, locating infrastructure, etc.

Prepares maps following appropriate agency standards including scale bars, north arrows, data sources, titles, symbology, legends, logos and other cartographic elements. Converts maps to viewable styles that include printed media, digital format, and web browser.

Performs analysis of the GIS data to derive original statistical data for use in the Commission's programs.

Creates databases in other formats for the non-GIS users.

Undertakes special projects and assignments in support of the GIS technical and public assistance roles of the Commission.

Advocates for aesthetic schemes of informational graphics and application designs.

Understands and uses scripting and programming languages to effectively transfer the utility of GIS products to function in current popular media such as web browsers and apps for wireless devices such as phones, tablets, and others. Creates models or recorded programs that consist of many complex steps that may be required to be repeated often with only a slight change in a variable in order to maximize efficiency and quality and to reduce errors in production of the desired result.

Performs similar or related work as required, or as situation dictates.

### Supervision Received and Exercised

Works under the general direction of the GIS Director and collaboratively with other staff. Employee functions independently, with work largely self-directed, but regular collaborative conferences are held with the GIS Director and other senior members of staff. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' work on specific projects in a project management capacity.



## BARNSTABLE COUNTY JOB DESCRIPTION

### Qualifications

#### Education and Experience

Bachelor's Degree from an accredited college or university in geography, computer science, planning or a related field; two years of experience in GIS computer applications including ESRI applications; or an equivalent combination of education and experience.

*Knowledge of:* geographic information systems (GIS), ESRI ArcMap and ArcGIS Server, advanced geoprocessing functionality, information management and SQL Server database management and development; local Cape Cod economic, political and social environment

*Ability to:* utilize best practices to manage large volumes of data and information, communicate complex technical and scientific information to guide informed decision making; plan, organize, analyze problems, identify solutions and make and implement recommendations; establish and maintain effective working relationships with a variety of technical service staff and co-workers; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment; work on and manage multiple projects within the same timeframe, meet deadlines.

*Skill:* writing, analytical, organizational, interpersonal/collaborative communication, project management; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, mail and Internet browser, graphic/design, GIS software and SQL Server; applying analytical and evaluative methods and techniques and evaluation criteria to issues concerning the efficiency and effectiveness of geospatial and information program effectiveness and operations; applying IT concepts, principles, methods and practices including security principles and methods.

*Required Licensing/Certification:* A valid U.S. Driver's License

#### Job Environment

Most work is performed under typical office conditions with moderate noise; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by deadlines and other time constraints. Operates a computer, digitizer, plotter and general office equipment; operates an automobile.

#### Physical Requirements

*The physical demands described 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.*

Minimal physical effort required; occasional light physical effort required when conducting field inspections including maneuvering stairs and uneven terrain; may be required to move/transport up to 60 pounds, such as paper rolls or repositioning computers, printers, digitizers. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey information at meetings with staff and others. Operates an automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*