



## Job Description

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<b>TITLE:</b> GIS Analyst	<b>JOB CODE:</b> 3280
<b>DEPARTMENT:</b> Information Technology	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> July 9, 2023	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b>	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b>	

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**Summary:** Under general supervision, implements and maintains applications and services for the San Juan County Geographic Information System (GIS) division.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Build and maintain the GIS system for the County's spatial data needs.
- Manage and conduct the GIS requests received from other County departments, businesses, and the public; develop maps that display the specific data requested by the customer.
- Work on tasks that are focused on achieving the long-term goals of the GIS program; implement new and updated information received from the field; test and install updates to the system software; research new software and hardware for use in planning; trains and instructs employees when needed.
- Develop new applications for the GIS system.
- Meet with a variety of departments and outside organizations to explain the GIS resources, to identify the particular needs and to recommend services available through GIS.
- Participate in local GIS user groups and meetings to promote communication and data distribution.
- Develop enterprise applications utilizing ArcGIS Server and ArcIMS technologies, as well as applications that apply to ArcGIS Desktop and Windows Mobile clients.
- Assist with the management of the Counties geospatial data repositories using ArcSDE and ArcGIS Image Server.
- Support other aspects of the web development process including:
  - Design, code, test and manage of creative web interfaces, graphics and web site layouts.
  - Web server administration and management
  - Web site troubleshooting and customer service
- Prioritize multiple tasks effectively and sees them through to completion.
- Manage and conduct the GIS requests received from other County departments, businesses and the public; help in the web map development framework by displaying the specific tools requested by the customer.
- Work on tasks that are focused on achieving the long-term goals of the GIS program by: implementing new technology; testing and installing updates to the system software; researching new software and hardware for use in planning and training and instructing employees when needed.
- Perform highly complex data processing tasks relating to the classification, exporting, and analysis of LiDAR data for county projects.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

Knowledge of computer applications, PC's, lap-tops, servers, networking and data integration.

- Knowledge of G.P.S. software, hardware, standards and structure.

## Job Description

### GIS Analyst

- Knowledge satellite imagery accuracy, technology, and applications.
- Knowledge in photogrammetry technology and applications.
- Knowledge of scanning and digital camera technology and applications.
- Knowledge of META data design, standards, and applications.
- Knowledge of project management, including budget preparation and needs assessment.
- Knowledge of VBA programming, HTML scripting, SQL and database design.
- Knowledge of County policies and procedures.
- Skill in the use of a personal computer, standard business software and specialize GIS and GPS applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.

### Education and Experience

- Associates Degree and two (2) years experience in a GIS related field.
- ESRI Software Training Certification.
- GPS Training Certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____