

Champaign County Job Description

Job Title: Geographic Information System (GIS) Business Systems Analyst

Department: GIS Consortium

Reports to: GIS Director

FLSA Status: Exempt

Grande/Range: J*

Prepared Date: March, 2013

SUMMARY Responsible for design, development, analysis and maintenance of GIS data.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Researches, develops and plans the implementation of new GIS technologies (ArcGIS Online, Parcel Fabric, etc.)

Assists with the development of work plans, reports, scope of services, and contracts

Manages projects and directs project staff.

Creates data and data layers through interpretation from varied source data, complex queries and spatial data analysis.

Facilitates department meetings and assists GIS Director with Committee and Subcommittee meetings.

Assists with the development of data standards and policies.

Provides technical support to GIS Consortium members and clients.

Disseminates GIS data and assists member agencies to develop methods to leverage GIS in established workflows.

SUPERVISORY RESPONSIBILITIES Provides direction to project staff. This position has very limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Master's degree in Geography, GIS, Urban Planning or a related field preferred. Bachelor's degree with related work experience acceptable.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write

reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICS SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS To perform this job successfully, an individual should have expertise with advanced GIS spatial analysis. Familiarity with ESRI GIS edit, topology, query and annotation tools; demographic/economic data; and Python (Racy, SMTP and other relevant libraries).

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to distinguish between colors.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.