

Department: Economic and Community Development  
Reports to: Economic and Community Development Director

### General Statement of Duties

Performs geospatial analysis; assists with the development, maintenance and support of data in the GIS system and develops GIS-based solutions to respond to COG and local government needs and requests.

### Distinguishing Features of the Class

An employee in this class performs a variety of specialized and technical tasks to develop, plan and implement GIS applications to support a variety of COG programs and services including transportation, land use, zoning, economic development, broadband, housing, stormwater, watershed planning and hazard mitigation; the employee also collaborates with local governments in the region with support for GIS training, data acquisition and data management, technical services and support. Work involves management and quality assurance of data and working on a variety of projects to present information and concepts for programmatic use. The employee analyzes spatial datasets and works to ensure the integrity and applicability of information; researches and interprets source records and documents; checks spatial layers for consistency, errors and adherence to standards; creates specialized data sets, reports, graphics and maps; fills requests for GIS data, products and services; creates spatial datasets/layers from databases obtained from various sources; confers with end users to determine procedures necessary to facilitate completion of projects, and provides support to local government agencies in the development and application of GIS technologies. The employee must exercise considerable accuracy and attention to detail in ensuring proper recording of various data, and must also exercise considerable tact and courtesy in frequent contact with COG, county and municipal officials, and the general public. The employee also leads or chairs committees for various planning-related project groups. Work is performed under the supervision of Director of Economic and Community Development and is evaluated through conferences, feedback from users and the analysis of program achievements.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Manages data acquisition, organization and access; gathers data from many sources including local, state and federal agencies: transportation networks, demographics, employment, environmental assessment, parcels, land use, water resources, etc.; digitizes data layers using sources such as aerial photography; collects infrastructure locations using GPS systems.
- Performs geospatial analysis and modeling.
- Designs maps and graphics from geospatial data and analysis for COG staff and local governments using cartographic principles; provides technical assistance, support and explanation of geospatial information.
- Serves on committees and teams to support planning processes and projects.
- Attends training to upgrade skills and maintain awareness of technological advances.
- Manages GIS licensing and software access for COG staff.

#### Additional Job Duties

- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Considerable knowledge of GIS and associated programming languages.
- Considerable knowledge of the principles of cartography.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Working knowledge of governmental laws, programs, and services pertinent to transportation and community and economic development and planning processes.
- Time management and prioritization skills.
- Ability to establish and maintain effective working relationships with associates, government officials and the general public; ability to effectively communicate ideas both orally and in writing.
- Software: ESRI products including ArcGIS Pro, ArcGIS Online, Network Analyst, Spatial Analyst, Business/Community Analyst, StoryMaps, Open Data Portal, ArcGIS Dashboards; as well as Lightcast, Trimble Pathfinder and Terrasync
- Optional: 3D and 4D visualization

### Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, clients and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations to accomplish common tasks.
- Function in stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

### Physical Requirements

- Must be able to perform the basic life operational support functions of walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze figures, operate a computer, perform mechanical tasks in the computer environment, perform extensive reading, and do visual inspections of data, maps and field data.

### Desirable Education and Experience

- MS in Geographic Information Systems and GISP preferred, with 3-5 years of professional experience; or Bachelor's in GIS, Geography, Planning, Computer Science or related field and 5-7 years of professional GIS experience.