CLASSIFICATION TITLE:	JOB NUMBER:	AFFILIATION:
BCES Geographic Information System Analyst	7252	Unaffiliated (Non-Union)
REPORTS TO:	PAY GRADE:	FLSA STATUS:
BCES Information Systems Manager	21	Exempt

GENERAL SUMMARY

Performs difficult skilled technical work related to planning, organizing, and coordinating the development and maintenance of Benton County Emergency Services (BCES) Public Safety Geographic Information System (GIS) system(s), and related work as apparent or assigned. Work is performed under the general direction of the BCES Information Systems Manager (supervisor). Subject to work after hours and weekends as needed.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Create and maintain GIS data, data structures, data schema, and geodatabases within multiple ESRI environments, including ArcMap, ArcGIS Pro, and ArcGIS Online.

- Automates GIS data for creation, conversion, geo-processing, and advanced cartographic map design and production.

- Update, maintain, and submit Next Generation 911 GIS data as the assigned SECOMM MSAG Coordinator (Master Street Address Guide) for GIS data within SECOMM limits. Design, monitor, update and maintain the structure and integrity of the GIS SQL SDE database in the ArcGIS server environment.

- Organize data acquisition, data entry, updates frequency, sources, to ensure information reliability and budget forecasting.

- Identify, analyze, and prioritize GIS data capture, organization, standardization, workflows, conversion and updating tasks from as-builts, images, capital improvement projects, and third-party services such as finance, permitting to simplify future automation efforts.

- Maintain, refine, and disseminate GIS information, maps, and online data for public and internal departments via ArcGIS Suite of products, ArcGIS Online web map-data portal and BCES's website. This includes vendor coordination, user interface design, systems integration, configuration, and deployment on multiple platforms using verity of systems, tools, and programing languages.

- Coordinate with City staff and key stakeholders to organize and collect necessary data to keep data and asset inventory up to date.

- Automates GIS data for creation, conversion, geo-processing, and advanced cartographic map design and production.

- Document and record data for use in meetings, reports, presentations, project design, and office reference material.

- Optimize GIS operations for wired, wireless, and mobile network traffic for GIS data, web map creation and management, GIS information dissemination, GIS data privacy and security.

- Manage GIS projects, perform spatial and geo-statistical analysis, reports on GIS data, operate GIS equipment including various data capture tools.

- Assist with after-hours support as necessary or requested for significant incidents or IT related troubleshooting and remediation.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Computerized mapping - involving gathering and compiling data; data entry including but not limited to map registering, editing, digitizing and plotting.
- GIS & CAD (Computer Aided Dispatch) software including ESRI ArcGIS Online, ArcGIS Pro, ArcGIS Server, ArcMap, other ArcGIS suite of products, Hexagon software, techniques, principles and procedures.
- Engineering principles related to the production of utility and other infrastructure drawings and/or maps.

- Data maintenance principles of GIS and CAD (Computer Aided Dispatch) systems and the scope and possibilities for integration and transfer of data and information between the two.
- GIS interactive web portals development for data, map hosting and dissemination.
- GIS web and mobile application design, web authoring, and scripting.
- GIS data and maps optimization and application integration for wired, wireless and mobile networks.
- MS-SQL relational database administration and design and SQL scripting.
- Scripting in Python as used in ArcGIS Pro.
- Data automation using scripting and modeling, querying, and analysis.
- Data collection techniques including GPS and surveying principles and applications.
- Cartographic design principles and best practices.
- Software troubleshooting procedures and techniques.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

Skills and abilities to:

- Apply current GIS/CADD/CAD principles and techniques.
- Accurately and completely manage data acquisition, entry, and maintenance of the GIS system(s) for all Public Safety GIS data.
- Operate a variety of computers and related equipment including computers, peripherals, plotters, scanners, terminals and software packages used by BCES for GIS/ CAD (Computer Aided Dispatch).
- Create digital maps by using a variety of data such as scanned images, digitizing, hand drawn maps, survey data, etc.
- Write, test, and maintain scripts, programs, macros, scheduled tasks and documentation for GIS/CADD/CAD systems, applications and procedures.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Plan, research, organize and implement databases and perform analysis.
- Prepare reports, business correspondence, and procedures.
- Maintain records and files.
- Quickly learn and administer a variety of software packages and capabilities for special user applications.
- Quickly assimilate and become familiar with rapidly changing technology.
- Understand and follow oral and written instructions.
- Complete work with many interruptions and competing demands.
- Complete work accurately.

- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Provide quality customer service and deal courteously with internal and external customers.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Work independently or with a team.
- Support creative processes by offering new ideas.
- Present self as a positive role model, displaying good work habits, including good attendance, punctuality, being reliable, and being accessible.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

Associates/Technical degree with coursework in computer science, engineering, geography, GIS, or related field and three (3) years experience providing technical engineering support, including one (1) year in the design, development, programming, implementation, and maintenance of GIS programs and applications, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- <u>Provide Excellent Customer Service</u>: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- <u>Communicate Effectively</u>: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- <u>Work Safely</u>: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

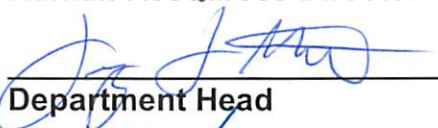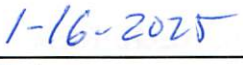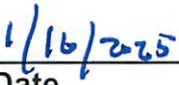## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 25 pounds of force; work frequently requires sitting and using hands to finger, handle or feel; work regularly requires repetitive motions and occasionally requires speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above 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.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

_____   1/9/2025
Human Resources Director   **Date**

_____   1-16-2025
Department Head   **Date**

_____   1/16/2025
City Manager or Authorized Designee   **Date**