

NEW CASTLE COUNTY GOVERNMENT

Number 0229

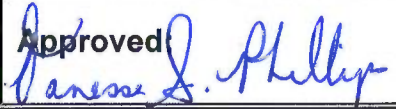
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Date 12/15/17

CLASS SPECIFICATION

Title: GEOGRAPHIC INFORMATION SYSTEMS ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled Geographic Information System (GIS) work in Information Systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level GIS analysis, design and maintenance of GIS databases. An employee in this class is assigned responsibility for organizing special projects. Responsibilities include creating GIS database structures, GIS layers for land use, public safety, and assessment needs, as well as creating and maintaining related database records. An employee in this class produces maps, web applications and publishes GIS mapping services for public and private use. Supervises subordinate drafting room personnel in the absence of the GIS Coordinator. Represents New Castle County as a professional in the GIS community. Work involves extensive use of a variety of software applications; including CAD software, spreadsheets, databases and ArcGis. Work is performed under the supervision of the Geographic Information Systems Coordinator.

EXAMPLES OF WORK: (Illustrative Only)

- Supervises subordinate GIS staff in the absence of the GIS Coordinator;
- Supervises supporting staff in the completion of special projects and reviews work to ensure compliance with existing policies and procedures;
- Creates GIS databases and organizes GIS file structures;
- Utilizes a variety of software programs including GIS, spreadsheets and databases;
- Utilizes a GIS for maintenance and analysis;
- Performs work necessary to maintain tabular data and digital map files in a manner consistent with recognized standards;
- Represents New Castle County as a GIS professional at local, state and national events;
- Analyzes data through querying and geo-processing to produce reports;
- Produces map layouts suitable for public presentation;
- Prepares and presents GIS procedures for training and informational seminars;
- Provides GIS consulting and software support;
- Prepares exhibits, reports, and statistics;
- Reviews aerial photography and makes determinations of features;
- ;
- Performs detailed cartographic research to determine property line delineation, area and closure;
- Reviews plans, deeds and other documents to determine compliance with generally accepted cartographic and statutory requirements;
- Researches complex titles to find current owners and chain of title;
- Prepares major subdivision plans for inclusion on or correction to the parcel base and related databases;

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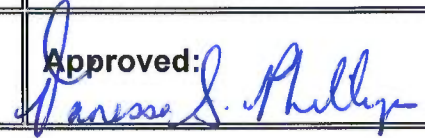
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CLASS SPECIFICATION

Date 12/15/17

Title: GEOGRAPHIC INFORMATION SYSTEMS ANALYST

Approved:



- Prepares comprehensive maps for planning studies, showing existing conditions along with proposed changes and reports details;
- Keeps records and makes reports of work performed;
- Maintains map files and keeps them up to date in accordance with prescribed procedure;
- Creates and Maintains web mapping applications and services;
- Publishes GIS content for web services and maintains proper security levels for access;
- Creates and maintains configuration files for web applications including html, xml, javascript and style sheets;
- Prepares original correspondence detailing discrepancies in compliance of statutory requirements;
- Prepares maps and exhibits for publication and distribution;
- Provides mapping and GIS assistance to the public, attorneys, private agencies, and other government agencies;
- Maintains current knowledge and proficiency in the use of software, hardware and equipment required in the course of work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, GIS and other related equipment and software in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of GIS; good knowledge of cartography, topography, planning, surveying or civil engineering practices; familiarity with CAD, ArcGIS or similar programs; ability to supervise subordinate staff in the absence of the GIS Coordinator; ability to establish and maintain effective working relationships with other employees; ability to communicate effectively.

MINIMUM QUALIFICATIONS: At least five (5) years' experience in drafting, planning, GIS or related work at the level of Geographic Information Systems Specialist and completion of a standard high school course or GED certificate program, supplemented by four years of college with with major course work in geography, planning or a related field; experience operating a Geographic Information System or computer Aided Drafting program; experience in Python, XML, javascript or other programming/scripting language a plus; familiarity with ArcGIS Online and Portal for ArcGIS; GISP Certification a plus or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 07/01/16

Revised: 12/15/17