

## CITY OF SPOKANE VALLEY

### POSITION DESCRIPTION

Class Title: Geographical Information System Analyst  
Department: Community and Public Works  
Division: Economic Development  
Date: May 10, 2021

Job Code Number: 337  
Grade Number: 15  
FLSA Status: Exempt  
Location: City Hall

#### GENERAL PURPOSE

Performs routine and complex technical geographic information system (GIS) related work for a variety of planning, engineering, and economic development related projects and programs. Performs professional computer map preparation, editing, plotting, database work, GIS analysis and GIS tool development.

#### SUPERVISION RECEIVED

Work under the general supervision of the Economic Development Manager.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide GIS system administration, GIS database editing, geocoding, geoprocessing, data conversion, workflow management and spatial analysis.

Create and maintain multiple GIS layers including parcels, streets, right-of-way, zoning and other layers to support departmental business functions.

Prepare and update cartographic materials for various purposes such as reports, plans, grant applications, publications, meetings and marketing materials.

Design and implement custom user interfaces to support mapping and spatial analysis.

Create interactive web mapping applications that support spatial data exploration and analysis.

Use GIS in a team setting with various staff members to identify effective ways to complete various projects and outreach efforts.

Use GIS technology to research, develop, implement, and monitor the progress of City plans.

Support the development of short and long-range plans.

Utilize GIS technology to provide data to inform strategic initiatives that improve the economic well-being and quality of life for City residents.

Interpret as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery and related source documents and incorporate them into GIS using various methods including coordinate geometry, digitizing and GPS.

Ensure that accurate and complete metadata is developed for all GIS data sets.

Follow quality assurance and quality control processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity and completeness.

Research and recommend new tools, equipment and methodologies to expedite and/or improve processes.

Provides technical expertise to appointed committees, staff, other agencies, and the public.

Coordinate consultant contracts, including consultant selection, contract development and monitoring, and project delivery, as assigned.

Attend after work hour meetings as assigned.

#### PERIPHERAL DUTIES

Investigate and follow-up on citizen requests for service, complaints, and requests for information.

Serve as a member of committees as assigned.

Attend professional development workshops and conferences to keep abreast of trends and developments relating to GIS.

Assist other staff members as needed.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience

- (A) Graduation from a four-year college or university with a degree in Geographic Information System (GIS), geography, cartography, engineering, planning, information systems, or a related field; and

- (B) Four (4) years of professional GIS technical support experience that includes system development, maintenance, troubleshooting and customer service; or
- (C) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, Abilities, and Other Traits:

- (A) Ability to understand and follow direction, exercise a high degree of sound independent judgment and work within established guidelines with little or no direct supervision.
- (B) Ability to communicate effectively both orally and in writing, including the ability to express complex issues clearly and concisely.
- (C) Ability to prioritize multiple tasks and complete tasks on time.
- (D) Ability to establish and maintain effective working relationships with coworkers, member agency representatives, elected officials, and stakeholders.
- (E) Ability to work as part of a project team by supporting activities necessary to accomplish projects in a timely and professional manner.
- (F) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to respond to customers in a friendly and professional manner; the ability to establish and maintain effective working relationships with supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS:

Strong working knowledge of various GIS and GIS-related software. Experience with connection services is also preferred.

TOOLS AND EQUIPMENT USED

Personal computer, printer, server, copy machine, telephone, hand tools and various diagnostic tools.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: September 23, 2008

Revision History: April 27, 2021