ROWAN COUNTY
HUMAN RESOURCES

JOB DESCRIPTION

Job Title: GIS Analyst II   **Class**: Professional
Department: Information Technology   **FLSA**: Non-exempt
Revised: April 2021

This job description supersedes any prior description for the GIS Analyst II classification.

GENERAL DESCRIPTION

Skilled technical work assisting in the development, implementation, and management of the Geographic Information System. Work focuses on the development of an information system which includes but is not limited to physical, cultural, population, social, urban, and economic geography. Work involves the design of a digital database to include a full range of mapping, geographic, land use, and demographic data. Considerable contact with county, local and state agencies, and the general public is required in order to give and gather technical land records information. Work includes making recommendations for the acquisition, installation, and maintenance of GIS software. General supervision is received from the GIS Manager and work is reviewed through periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the GIS Manager in the oversight of SDE database and Microsoft SQL Server along with the ESRI software, including database maintenance, setting up users, backups, and relational tables; occasionally apply quality control processes to ensure integrity of GIS data and other related functions.

Assists with GIS Project Management as it relates to GIS database development, definitions, maintenance and implementation including the GIS Web Server used to access GIS content.

Assists with Tax Collector's Office and Planning in the use of Pictometry Aerial projects as it relates to the contract and coordination of Pictometry.

Assists with ESRI and Highland mapping contracts.

Trains and assists County staff on the use of GIS Applications as needed.

Handles daily client requests for mapping services; map production and data and analysis, both public and departmental.

Coordinates software upgrades for all GIS related applications and assists with upgrades as needed.

Applies for grants and cost shares related to GIS projects.

Serves as county GIS Committee Liaison, GIS Committee and County Census liaison.

Reports on GSI status and progress of GIS initiatives.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of principles, techniques, and standards of base mapping, cadastral mapping, and geographic information systems technologies.

Considerable knowledge of principles and techniques of program planning, computer programming and processing.

Considerable knowledge of principles, practices, and standards as set by the North Carolina Office of Land Records.

Ability to coordinate the work of lower level employees.

Ability to communicate technical information to non-technical individuals.

Ability to establish and maintain effective working relationships with local and state governmental employees, fellow employees, and the general public.

Ability to gather, compile, and analyze statistical data.

Ability to communicate effectively orally and in writing.

Ability to coordinate multi-development projects.

PHYSICAL REQUIREMENTS

The work in this is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Geographic Information Systems (GIS), Geography, Planning, or related field; an Associate's Degree from an accredited college or university in Geographic Information Systems (GIS), Geography, Planning, or related field and two years of experience in automated mapping, geographic information systems, or data base administration; or an equivalent combination of education and experience. Master's Degree from an accredited college or university in GISP preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**