



Job Title: GIS Analyst

Name:

JOB DESCRIPTION

Department: Public Works and CDA/IT

Bargaining Unit: N/A

Reports to:

Salary Range: 2022

Pay Grade: 212

FLSA Status: Exempt

\$60,548.80 - \$90,396.80 Annually

EEOC Code: 1

Class Code: 388

Safety Sensitive: NO

Level II Screening: NO

JOB SUMMARY

Under general direction of a designated supervisor the incumbent performs advanced technical and professional level work in planning, analyzing, and designing methods and procedures for the development of new or modifications of existing Geographic Information System (GIS) data, products and applications.

Responsibilities and Reporting During an Emergency Situation:

Essential Employees may be required to work during a declared emergency. Depending on the nature of the emergency, this may require working around the clock for several days on short notice.

Non Essential Employees will not be required to work during a declared emergency. The employee's Department Head will determine when the employee will be required to work.

DISTINGUISHING CHARACTERISTICS

This job has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS

- GIS application data entry and contract development data deliverables.
- Builds, edits and manages GIS data layers.
- Customize GIS software to meet user needs.
- Imports, exports, or translates data between graphic file formats (geo-referencing)
- Performs data research and QC functions.
- Creates custom map products for internal and external use; creates and analyzes spatial data for internal custom projects when required or requested.
- Designs and creates reports of data obtained through spatial analysis.
- Provides training and support to department personnel on the use of GIS applications.
- May require to drive a motor vehicle to accomplish tasks.
- This position requires regular and reliable attendance and the employee's physical presence at the workplace
- Performs other duties as assigned.

When Assigned to Public Works/Engineering:

- Acquires and utilize technical engineering data for layout and production of design projects using engineering software to efficiently and accurately produce construction drawing for water, sewer, roadway and drainage infrastructure as well as provide staff support in

development, maintenance, updating and retrieving information from the City's ArcSDE and other GIS data sources.

- Interpret and research legal documents and apply this information to the maintenance of varied GIS based data; digitizing cartographic data; entering utility data into the data base; preparing maps according to specified criteria; drafting of utility plans and assisting the public with requests and other information assignments.
- Prepare and interpret source documents and spatial data for digital conversion to GIS.
- Field survey and evaluate conditions utilizing equipment and instruments relative to the engineering field.
- Convey application needs from staff to Property Appraiser GIS Staff/Programmer.
- Participate in special projects as required, including Database enhancements, mapping requests, and further development of Internet applications.
- Research and obtain GIS data layers for City departments as needed.
- Operate and maintain GIS workstations, digitizers and plotters.

When Assigned to Community Development/Administration (CDA):

- Assists in preparation of Comprehensive Plan elements and map exhibits.
- Creates mailing lists and labels for public meetings and functions.
- Creates and digitizes new map layers when needed;
- Provides support and maintenance for the City's RTK unit to make sure it is up to date and collecting data at survey grade accuracy.
- Reviews various maps and documents to verify, and update base maps and attributes data; assigns and codes land parcel addresses and street segment ranges according to established guidelines.
- Researches parcel numbers, land/structure/occupancy files, legal descriptions and map locations to verify address assignments and geographic coding.
- Exchanges information about land records maintenance with local government agencies addressing, E911, USPS and property records staff.
- Produces hard copy maps (regular and large format) and archives graphic/map datasets; maintains files of maps and other reference materials.
- Identifies the need for possible computer applications and translates the requirements into logical, economical, and practical systems.
- Maintains, updates, and researches city demographic data including, Census, HUD, business and economic development. City LUCA/BAS contact for the Census Bureau
- Assists and implements City EOC GIS (Damage Assessment) software before during and after hazard events.

When Assigned to IT:

- Maintains, updates, GIS databases and ArcGIS Web Servers for the City of Fort Myers.
- Coordinates GIS needs for updating and replication of GIS services within the City of Fort Myers departments.
- Coordinates Public Safety needs of GIS with Fort Myers Police and Fire Departments. Assists public safety end users with geo-spatial technologies, including application training
- Controls the dissemination of open public datasets for GIS.
- Designs, creates, and deploys web applications and surveys for use in all departments. Administers the City of Fort Myers online systems.
- Exchanges information about land records maintenance with local government agencies addressing, E911, USPS and property records staff.
- Produces hard copy maps (regular and large format) and archives graphic/map datasets; maintains files of maps and other reference materials.
- Identifies the need for possible computer applications and translates the requirements into logical, economical, and practical systems.

- Assists and implements City EOC GIS (Damage Assessment) software before during and after hazard events.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in the use of word processing, spreadsheet, database and presentation software.
- Knowledge and skill in automating and maintaining geographic datasets using ESRI GIS software and skill in operating related peripherals such as GPS hardware and large format plotters.
- Knowledge of, and ability to create, complex queries using the SQL & Python query language.
- Knowledge of community development, planning and zoning (land development) processes, when assigned to CDA.
- Skill in data extraction
- Skill in written, verbal, electronic, and visual communications for effective expression and clarity
- Skill in critical thinking, analysis and problem-solving, specifically related to data quality and GIS processes
- Skill in organization, prioritization, and time management
- Ability to research and resolve land records, related problems, and questions when assigned to CDA.
- Ability to speak and document clearly and persuasively in positive or negative situations.
- Ability to establish and maintain effective working relationships.
- Ability to operate necessary equipment, including computer, six line telephone, copy machine, facsimile machine
- Ability to use GIS system to digitize, store, maintain and retrieve both cartographic and database data, knowledge of mapping, surveying and construction terminology.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree (B. A.) from four-year College or university with major course work in GIS, Geography, Government Administration, Computer Science, Planning, Engineering or related field. Progressive experience as a GIS Analyst may be substituted for the degree on a year for year basis.
- Three (3) years' experience of progressively responsible experience in the field of GIS

PREFERRED QUALIFICATIONS

- GISP certification preferred
- Certified training on GIS software such as ArcMap, ArcGIS Online, and ArcServer preferred.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Must possess a valid Florida Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed.

(X = Required to perform essential job functions)

| Physical Activities | | Physical Activities | |
|--|---|--|---|
| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. | X | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. | |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility. | X | Reaching – extending hands or arms in any direction. | X |
| Crawling – moving about on hands, knees, or hands, feet. | | Repetitive Motion – substantial movements of wrists, hands, fingers. | X |
| Crouching – bending body forward by bending leg, spine. | X | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | X |

(X = Required to perform essential job functions)

| Physical Activities | | Physical Activities | |
|--|---|---|---|
| Feeling – perceiving attributes of objects by touch with skin, fingertips. | X | Standing – for sustained periods of time. | X |
| Fingering – picking, pinching, typing, working with fingers rather than hand. | X | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. | X |
| Grasping – applying pressure to object with fingers, palm. | X | Talking 1- expressing ideas by spoken word | X |
| Handling – picking, holding, or working with whole hand. | X | Talking 2 – shouting to be heard above ambient noise. | |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information. | X | Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading. | X |
| Hearing 2 – receive detailed information, make discrimination in sound. | X | Visual Acuity 2 - color, depth perception, field of vision. | X |
| Kneeling – bending legs at knee to come to rest at knees. | X | Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures. | X |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. | X | Visual Acuity 4 - operate motor vehicles/heavy equipment. | |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. | X | Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. | |
| Pulling - use upper extremities to exert force, haul or tug. | | Walking - on foot to accomplish tasks, long distances, or site to site. | X |

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

- Works in an office environment and sits for long periods of time
- May be required to work hours other than the regular schedule including nights, weekends, and holidays.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The City of Fort Myers has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

JOB DESCRIPTION APPROVAL:

Department Director Signature

Date

Department Director Print Name

Director of HR Signature

Date

Director of HR Print Name

By signing below, the employee acknowledges receipt of this job description:

Employee Signature

Date

Employee Print Name