

Classification Specification

SENIOR GIS ANALYST

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FLSA Status: Exempt

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SERIES CONCEPT

The Senior GIS Analyst is the highest-level analyst classification of the GIS series, which includes: Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager for projects relating to Geographic Information System technology, and data programs and/or working as a high-level GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection, and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work independently with minimal supervision.

Duties may include mentoring and monitoring the work of GIS Analyst and GIS Technician classifications.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks and monitor quality and quantity of work for GIS Analysts, GIS Technicians, and interns.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.

- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Acts as back up to the GIS Coordinator in their absence.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Senior GIS Analyst classification are distinguished from the GIS Analyst classification by the specialized technical GIS skills necessary to perform the most complex functions involving analysis, database design and management, application development, as well as project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Three years of experience in the use of ArcGIS Desktop and its related extensions and relational databases. Demonstrated experience designing custom applications with relevant programming languages.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- One year of project management experience with budget responsibilities must be included in the three years of experience.

EDUCATION – MINIMUM:

- Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

- Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead projects.
- Lead and motivate others.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.