



## Gloucester County Job Description

POSITION:	<b>Geographic Information Systems Analyst</b>
DEPARTMENT:	<b>Geographic Information Systems</b>
JOB CODE:	<b>A029</b>
FLSA:	<b>Non-Exempt</b>
GRADE:	<b>108</b>

**GENERAL STATEMENT OF JOB:** Under limited supervision, performs detailed technical work and supports the ongoing maintenance and dissemination of data in the GIS environment. Employee must exercise independent judgment and attention to detail in all phases of work. Employee must also exercise tact and courtesy in frequent contact with the public and business community. Position reports to the GIS Manager.

### ESSENTIAL JOB FUNCTIONS:

1. Creates address assignments on new and existing construction, accesses permitting application to locate new construction, additions and demolitions; maintains related datasets, and notifies property owners, builders, county departments, federal and state agencies, and any other relevant agencies of the verified street address assignment or change of address.
2. Participates in the Site Plan process to validate new road names and makes suggestions where applicable using Bluebeam software. Administers road naming petitions that fall outside of the Site Plan process; notifies property owners, county departments, federal and state agencies, and any other relevant agencies of these changes or additions; and maintains related datasets accordingly. Prepares data for inclusion in monthly board packet and tracks board approval. Tracks and updates feature class when road is taken into the state system. Notifies Facilities Management team of new roads for sign creation and tracks installation.
3. Researches deeds, plats and other legal documentation and resolves parcel issues; utilizes the parcel fabric model in ArcPro to update all land-based digital datasets with splits, subdivisions, easements and rights-of-way using a variety of methods to include COGO mapping, digitization and/or import of CAD or Shape data from outside sources. Performs georeferencing processes to ensure accuracy. Utilizes Eagleview imagery to perform updates through remote sensing.
4. Responsible for the collection of data in the field using Global Positioning System (G.P.S.) units, importing and rectifying data using Pathfinder Office Software and compiling GIS data from maps, databases and other sources.
5. Creates and maintains all municipal feature classes in ESRI ArcPro in support of NextGen 911 as well as the local CAD Dispatch System (911) to produce an accurate E-911 database and mapping system. Uploads data to Virginia's NextGen system on a regular basis and performs corrections from generated reports. Implements QA procedures for E-911 data sets. Identifies problems in relevant data sets; investigates and resolves issues that may interfere with the proper delivery of 911 services
6. Designs, creates and maintains production and custom thematic maps in collaboration and support of County staff, the business community and the general public. Performs complex analysis and reports in ESRI ArcPro software. Provides price quotes for citizens and businesses where a fee may be applicable.
7. Develops basic GIS applications using AGOL to deliver data to internal stakeholders for decision making.
8. Documents GIS procedures to create SOPs for use in a central knowledge base and assists county personnel in the use of GIS software and data.

9. Manages geodatabase feature class exports and disseminates data to requesting parties as well as FOIA related requests. Ensures accuracy of metadata and logs requests for reporting.
10. Trains and provides technical assistance to staff and the general public on WebGIS product.
11. Answers telephone and greet visitors; responds to GIS inquiries and provides information related to E-911 addressing system, road name assignments, parcel mapping and refers caller/visitor to proper personnel where inquiry does not relate to mapping. Dispenses GIS data by request.
12. Administers P-Card program for the department; codes transactions into the P-Card software system and verifies required supporting documentation such as receipts and training applications; performs other functions related to bookkeeping or fiscal duties as needed. Assists with budget preparation, purchase orders and bill payments.
13. Orders supplies and maintains supply inventory.
14. Types materials from typed or handwritten copy, using a variety of complicated formats for preparing correspondence, reports, memoranda, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar, can use PC with Windows, word processing and database software.
15. Performs other duties as assigned.

#### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

#### **JOB LOCATION AND CONDITIONS:**

Duties are performed in office environment and in various locations throughout County when performing field work. Operates standard office equipment and manual drafting tools and equipment. Drives vehicle.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of relational databases, particularly Microsoft SQL Server, and special statistics.

Broad knowledge of Global Positioning Systems (GPS).

General knowledge of procedures used in planning, zoning, public works, engineering, and utilities.

Ability to read plats and deeds for property research and parcel placement.

Ability to maintain a variety of technical and clerical records and to compile data from such records.

Ability to follow oral and written directions.

Ability to instruct others in use of computer aided map programs.

Ability to perform complex analysis and to troubleshoot.

Ability to interact effectively with fellow employees, supervisors, professionals and the public.

Ability to use and skilled in the use of computers and computer software, especially Microsoft Office products and specialty GIS products.

### EDUCATION AND EXPERIENCE:

Possession of an Associate's degree in geography, cartography, GIS studies or a closely related field OR any combination of equivalent experience and training.

Two (2) to four (4) years of experience with geographic information systems.

### NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

### PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day <b>F</b> = Frequent – between 3 and 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day <b>I</b> = Intermittent–several times a week/month	<b>P</b> = Periodic – several times a year <b>N/A</b> = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input type="checkbox"/>