

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
IT Analyst II-GA		C	4	3	Exempt
POSITION TITLE:	GIS Coordinator		POSITION#:	500449	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	12/07/2022		
SERVICE TYPE:			AFSCME		
Employee Name:	Vacant		Department:	Information Technology	Supervisor: Director of IT
FTE:	1.0		Employment Status:	Regular Full Time	

Position Summary: Geographic Information Systems (GIS) Analyst responsible for large scale projects that are complex and of significant operational impact; experienced, individual contributor that works under limited supervision. Guides and advises less experienced staff.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Analysis Essential Duties:</p> <ul style="list-style-type: none"> • Works closely with end users to identify GIS requirements, technical issues and training needs. • Performs complex cadastral and GIS data maintenance, manipulation, analysis, extraction and generation assignments. • Produces and maintains a variety of maps and other graphic representations displaying layers and attribute data from databases, using cartographic techniques to represent spatial data. • Develops and maintains data layers, using GIS tools and relational databases. • Performs detailed spatial analysis. • Manipulates images for electronic mapping. • Analyzes requests for a variety of new applications, programs and modifications to existing GIS programs; analyzes and documents user work processes and systems functionality requirements. • Conducts user applications training classes; develops training materials and manuals. • Develop methodologies for processing, maintaining, distributing, and accessing GIS database. • Identify GIS data resources for integration. 	40%
2	<p>MFA: Coordination Essential Duties:</p> <ul style="list-style-type: none"> • Manages GIS projects, assigning tasks to line staff and interns. • Contributes in developing long range strategies for GIS utilization and service delivery. • Work with external vendors to schedule upgrades to existing software and installation of new software. • Analyzes current GIS system functions, procedures and capabilities to determine if improved methods are possible; develops and presents proposals for new approaches and options to meet user needs; • Participates on software selection and implementation teams. • Gather general and technical information for meetings of GIS Steering Committee. 	35%

	<ul style="list-style-type: none"> • Represent the County as representative of its GIS program as needed. 	
3	MFA: User Support Essential Duties: <ul style="list-style-type: none"> • Respond to email, telephone and Service request tickets for troubleshooting assistance. • Respond to user project requests. • Manage user and accounts permissions. • Troubleshoot issues • Responds to requests from the public for mapping data; responds to emergency mapping and information requests. 	25%
Percentages should total 100%		100%

Special Requirements:

Valid ODL at time of hire.
 Must pass CJIS Background check
 Some after 5pm or weekend work necessary to run backup, repair or system update/upgrade procedures.

Physical Requirements:

Frequently sitting for long periods of time, primarily sedentary work.
 Frequent use of computer keyboard, mouse, monitor, and other related hardware.
 Occasionally, standing, walking, climbing, and kneeling.
 Occasionally lifting equipment 35 lbs or less.

**Reaching, standing, walking, climbing, kneeling, crawling, sedentary work, lifting.
 Lifting of 25-30 lb. of equipment required 10% of the time.**

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____