



City of Bradenton Job Descriptions

Job Title: GIS ANALYST

Date Prepared:	February 14, 2013
Department/Location:	Public Works and Utilities / Engineering Division
FLSA Status:	Exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Engineering Section Manager and Director of PW&U
General Purpose of the Position:	Develop new mapping applications, maintains existing applications and provides technical support for the City's enterprise GIS.

Essential Duties and Responsibilities:

- Acts as GIS project liaison between the City's GIS user community and the GIS section of the City's Public Works & Utilities and Planning departments.
- Accepts and documents Land Information Systems projects from various individuals in City departments and elsewhere. Follows established communication/coordination procedures to schedule this work with the appropriate personnel. Provides guidance to staff in the proper design, prototype or creation processes to fill user requests.
- Updates and incorporates infrastructure information and maintenance data into user databases.
- Assists in the development and maintenance of information infrastructure inventory relating to departmental requirements, i.e., Planning, Public Safety, and Public Works & Utilities.
- Provides for efficient transfer of geographic and administrative information to and from user databases.
- Assists in the development and maintenance of department-specific databases.
- Coordinates data gathering activities to support the GIS development effort.
- Establishes and follows data entry standards of the department.
- Performs other related work (including weather or other extreme emergency duties) as required.
- Other duties as assigned.

Skills and Physical Abilities Required:

- Technical knowledge in GIS principles, spatial analysis, database design and programming. Some of the programming languages required for this position include Java, VB, VBA, XML, HTML, CSS, JavaScript, SQL, PL/SQL, Python and ArcObjects.



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- Knowledge of digital map production methods and procedures, and modern computer data entry/drafting methods, including a working knowledge of GIS software application packages currently in use or under consideration for use by the department.
- Knowledge of GIS procedures, spatial analysis and core GIS principles.
- Knowledge of relational database systems, storage and retrieval of data from these systems, and general design principles.
- Ability to sit at computer work stations for lengthy periods and utilize computer keyboards, mouse devices and other computer associated accessories.

Computer Equipment and Software Requirements: Proficiency using Microsoft Office suite of programs. Skill in use of ESRI software, RDBMS, and programming. Extensive expertise in the ESRI suite of GIS software is required. Knowledge of AutoCAD and/or Arc/Info (AML) and/or ArcView (Avenue), with ability to translate data between Cad, Arc/Info and other platforms in an automated fashion.

Education and Experience Required: Bachelor of Science degree in computer science, geography, or related field. Minimum of three (3) years GIS database development/GIS mapping experience. Equivalent combinations of education and experience may be considered. Good driving record and valid Florida driver's license.

Environmental Conditions: Indoors and outdoors.

Pay Grade: 118 **Salary Range: Minimum:** \$19.48/hour **Maximum:** \$29.22/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director:  **Date:** 12-29-16

Human Resources Director:  **Date:** 1/6/17

*Updated March 2014

**Updated January 2015

***Updated June 2015

***Updated Dec 2015