



GIS ANALYST – P/T 24 HOURS

Definition

Under general direction, the GIS Analyst develops, implements, tests, documents, and maintains databases and applications to support the Town's Geographic Information System (GIS) software applications and database; develops custom database and web applications; serves as a liaison, provides training and technical support to Town staff and outside agencies; stays informed of new technology; provides recommendations, support, and assistance to management staff; and performs related duties as assigned.

Supervision Received and Exercised

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Examples of Typical Job Functions (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Analyzes, evaluates, and consults with other Town departments regarding GIS system software needs and requirements, including identifying, designing, and developing system software and web applications to allow staff across multiple departments to work more efficiently.
- Plans, coordinates, installs, implements, tests, and maintains databases and applications of the GIS software system; integrates system data and functionality with other specialized applications.
- Provides assistance and technical support on GIS software and other related systems; monitors system utilization and recommends appropriate revisions to processes and procedures.
- Leads and participates in internal and inter-agency technical work groups as a technical expert.
- Performs advanced database queries and reports using Structured Query Language (SQL).

- Develops documentation and quality control procedures, standards, and metadata related to the GIS system.
- Serves as liaison for the Town and represents the Town in inter-agency coordination activities related to the software system; serves as a liaison with contract service organizations to identify and resolve programming and other operational problems.
- Monitors changes in GIS software technology and applications, recommends improvements and upgrades, and implements changes after approval; learns new systems and programs as dictated by future technological advancements and Town needs.
- Directs Town research activities to identify, acquire, and integrate data from other agencies and organizations into the Town's data library; maintains and updates the Town's information catalogue; creates and maintains government-compliant metadata; and develops procedures to share appropriate data.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to software and the Town.
- Performs related duties as assigned.

Knowledge of:

- Modern procedures, principles, and commands related to GIS software system database design, analysis, and programming.
- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation, and analysis.
- Operational characteristics and quality control of a diverse range of GIS systems and tools.
- Principles of mathematics and statistics and their application to GIS support work.

A photograph of the Town of Paradise building, a modern structure with light-colored vertical siding and several windows. The name "Town of Paradise" and the address "5555 Skyway" are visible on the building's facade. A blue handicapped parking sign is visible in the foreground.

Town of Paradise

5555 Skyway

- Technology, hardware and software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- Data management theory, principles, and practices and their application to GIS services and programs.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- General equipment, operations, and terminology related to GIS information systems and standard symbolic programming languages.
- Database design and integration for use with GIS software.
- Methods and techniques used in spatial analysis and ecological modeling.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Write code and programs using symbolic program language to produce automated systems instructions; read, interpret, and apply information from complex technical publications, manuals, and other documents.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Assess user needs and recommend appropriate hardware, software, and systems to meet these needs.
- Perform modeling, mapping, database maintenance, and other professional-level tasks.
- Make accurate arithmetic and statistical computations.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional and regulatory organizations; and in meetings with individuals.

Ability to:

- Understand, evaluate, and translate the needs of GIS users into system requirements.
- Plan, coordinate, and implement a broad-based GIS software program that includes effective database development, management, accessibility, and systems integration.
- Identify, evaluate, and solve GIS programming problems; design and implement new or revised systems and procedures for the automation of information processing.
- Collect, analyze, and interpret procedures and data; develop sound conclusions, recommendations, and solutions.
- Develop GIS system documentation and informational materials and train users in applications

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited college or university with major coursework in earth sciences, GIS, computer science, geography, or a related field; and

Two (2) years of increasingly responsible experience working in the design, development, and implementation of GIS.

License and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Physical Demands

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Sick leave 8 hrs./mo.
- Vacation Leave 0-4 yrs. – 80 hrs.
5-9 yrs. – 120 hrs.
10+ yrs. – 200 hrs.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 28 hrs./yr.
- Longevity Pay
- Medical Plan* PERS medical plan**
- Dental Plan* Met Life Dental Plan
- Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$100,000 (for full-time and prorated thereof by standard hours).
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Membership Reimbursement Benefit
- Retiree medical in accordance with PERS vesting schedule CG 22893

Important Application Information

- For a complete job description please www.townofparadise.com
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by:
Thursday, October 20, 2022 @ 5:00pm
- Town of Paradise – Human Resources Department
Attn: GIS Analyst-P/T
5555 Skyway
Paradise, CA 95969
- Application packets must include the following:
 - [Employment Application Form](#)
 - Resume and Cover Letter

The Salary for GIS Analyst
is:

\$33.59 to \$42.86 hourly
or
\$41,920 to \$53,489 annually
based on a 24-hour work week

Final Filing Date

Thursday, October 20, 2022 @ 5:00pm

Postmarks will not be accepted as proof of filing date

Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer