ASHEVILLE, NORTH CAROLINA

Classification Specification

GIS Data Analyst
Job Code: 4260
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide clear and accurate Geographic Information System (GIS) data to facilitate stormwater billing and infrastructure inventory and maintenance, and to provide related support for Department and/or City work activities.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and maintains impervious surface area data for stormwater utility billing: reviews and interprets aerial photos, as-built drawings, historical data, in-house surveys, etc.; compiles data to create comprehensive georeferenced database; determines extent, nature and applicability of impervious surface areas for billing purposes; conducts site visits to verify source data and to ensure data quality; analyzes and updates data as needed; and prepares and submits resulting maps, data, reports and other information, as requested.

Develops and maintains stormwater infrastructure database: interprets and integrates historical stormwater infrastructure data, stormwater as- built drawing data, national hydrography data, and in-house survey data; conducts site visits to verify source data and ensure data quality; analyzes infrastructure data for watershed modeling data quality and completeness, to help in decision making, and to prioritize asset maintenance; provides

related support and data for mapping projects, structure inventory, annual reporting, and funding applications; and develops and prepares data and graphics in support of division reporting, including charts, graphs, and maps.

Develops and maintains other GIS databases in support of Department operations, such as pedestrian network, traffic calming, landscape island, street furniture, snow removal, sanitation, asset management or other data: compiles, tracks, maintains, and updates data; performs quality assurance and quality control functions for all data; and produces and updates field maps, online maps, and other presentation quality graphics as requested.

Performs customer service functions: provides information and assistance regarding GIS services, functionality, or other issues; responds to routine and complex questions, complaints, or requests for service; and initiates problem resolution.

Performs related duties in support of department operations: provides training and troubleshooting regarding GIS tools and software applications; participates in interdepartmental projects, including testing of software, GIS product development, quality assurance and quality control, and emergency preparations and response; serves on interview teams; and utilizes GIS data to recommend solutions to Department issues, concerns, and operational challenges.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to GIS databases, tools, and software applications; reads professional literature; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, stormwater billing accounts, AutoCAD drawings, ordinances and resolutions, legal descriptions, Community Rating System spreadsheets and maps, stormwater infrastructure annual reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in geographic information systems, or a related field; supplemented by one year of experience in updating and maintaining GIS data; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Geographic Information Systems Professional (GISP) certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Most essential functions are regularly performed without exposure to adverse environmental conditions. Essential functions performed in the field may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, water hazards, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.