

CITY OF XENIA

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	GIS Analyst
Dept./Div.:	Engineering	Employment Status:	Full-time
Reports to:	City Engineer	FLSA Status:	Non-exempt
Normal Hours:	7:30 a.m. – 4:00 pm	EEO Status:	C – Technician
Classification:	Classified: Non-Competitive	DOT: (closest applicable number):	005.261-014

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education, or equivalent; Associate's degree or equivalent course work at a technical or vocational school, in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science, or a related field; or two years' experience working with geographic information systems such as ESRI ArcGIS suite; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Experience should include GIS data conversion and editing, GIS mapping, database management, spatial analysis and reporting. Must have computer skills with functional use of standard Microsoft applications, e-mail and the internet.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's License and remain insurable under the City's vehicle insurance policy. Ability to obtain future licensure requirements as deemed necessary.

Licensures must be maintained over the course of employment as a condition of employment within this classification.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copier, fax machine, and other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions and/or falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to

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fire, hot cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Responsible for data editing, data collection, data documentation, data accuracy and map production for City Departments and creating, maintaining, updating, query, viewing and retrieving processed GIS data on multiple databases.

Creates maps using planimetric and thematic mapping techniques and aerial and satellite data using ESRI GIS software.

Create new GIS layers.

Coordinates the acquisition and distribution of spatial data.

Update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects.

Maintain and update zoning maps.

Manages GIS projects.

Manages online tools using spatial data and develops and analyzes operating and database standards.

Maintains and updates databases using GIS and develops and maintains links between various databases.

Assist with strategies for maintaining database security, implementing new software purchases and any agreements regarding the City's GIS.

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Prepares graphics, reports, maps, presentations, charts and other documents based on analysis of spatial data and assists and provides users with such information.

Conducts mapping research in the field and in the office.

Convert hardcopy engineering drawing into electronic formats.

Makes practical sense out of process data and applies to real world applications.

Coordinates GIS implementation and data updates with other departments.

Manage easements, leases, street and alley vacations, and traffic information.

Responsible for assigning addresses for the City and surrounding areas.

Assist with updating the City's property and owner database.

Participate in departmental GIS meetings.

Coordinate, train, and instruct staff in the operation of GIS as necessary.

Responsible for assisting patrons with property data including easements, protective covenants, zoning, and create maps with property and utility data.

Enter department changes to the City's website and social media sites as requested.

Conduct legal research information of land deeds and easements. Perform research for other staff on utilities, traffic, zoning, property information, etc. Have the ability to accurately locate and review records, maps, construction plans and documentation to input into GIS.

Must work in harmony with others and have good public relation skills, including the ability to establish and maintain effective working relationships with fellow staff, other departments, the public, elected officials, citizens and businesses.

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Contacts vendors, citizens, attorneys, police and fire departments, and government agencies, in order to obtain or disseminate information related to the essential position functions (through memos, meetings, etc.); responds timely to citizen complaints, phone inquiries and concerns and makes reasonable attempts to answer questions and correct problems.

Supports the Public Service Department and City safety teams to ensure the safety of employees by assisting with safety and job hazard evaluations and evaluating safety concerns; adheres to safe work practices; attends all required safety training and may have to conduct various safety evaluations and training.

Demonstrates regular and predictable attendance.

Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: ESRI ArcGIS software; GIS mapping principles; aerial photography; database design; geo-spatial editing tools methods and procedures; industry specific terminology; symbols and terminology used in civil, architectural or electronic engineering drawings; digitizing and data manipulation procedures; Ohio zoning/building code; mechanics principles; geographic layout of jurisdiction; government structure and process; federal, state, and local laws; records management;

Skilled in: word processing; computer operation; use of modern office equipment; motor vehicle operation; ArcView, ArcMap, ArcCatalog, ESRI Online, and ESRI mobile applications, etc.

Ability to: edit geo-spatial data and maps with accuracy and precision and to document data, edit procedures, data quality and metadata; keep accurate records, maps and database information of City infrastructure; review plans to determine new and replacement infrastructure to place into GIS; read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps and aerial maps; read and interpret legal descriptions; carry out instructions in

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written, oral, or picture form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; calculate fractions; decimals, and percentages; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; write instructions and specifications; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; comprehend and/or discuss highly abstract materials; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquires; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

(Signature of Agency Representative)

(Date)

(Signature of Employee)

(Date)