

# SNOHOMISH COUNTY JOB DESCRIPTION

## GIS ANALYST

Spec No. 3408

### BASIC FUNCTION

Performs moderate to complex duties in support of County and departmental Geographic Information Systems (GIS) analysis, functions, processing, application design, development, and testing of GIS software, hardware, and geospatial data management systems. This position works in coordination with the Department of Information Technology (DoIT).

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes business needs of internal departments to define appropriate GIS products or services; designs and creates maps.
2. Analyzes GIS application needs of departments by reviewing existing digital data and manually maintained data; identifies GIS digital data needs; performs complex or specialized data conversions, and determines type of work necessary to complete the project application.
3. Designs and develops GIS project application procedures and custom programming as required; writes, tests, and executes those programs.
4. Performs moderate to complex GIS analysis and geo-processing functions, including input, editing, manipulation, management, and analysis of spatial and tabular data; maintains data quality-assurance and quality-control standards.
5. Performs and monitors spatial database processes, versioning, data backup, security, and archiving; monitors and tests data catalog for accuracy and usability; monitors system performance and maintenance.
6. Prepares reports, maps, charts, and metadata to describe programming procedures, data requirements, and software functions.
7. Assists with web map application configuration, interactive application development, user-acceptance testing, and training.
8. Assists with the automation of repetitive geo-processing and map production tasks through the creation of automated workflow models.
9. Trains staff and promotes the effective use of GIS products, datasets, and interactive-viewers; contributes to the development of training materials.
10. Organizes data acquisition and coordinates enterprise-level GIS services, policies, standards, and procedures with County professionals and outside agencies.
11. Operates GIS equipment, including large format printers, storage media, and viewing devices.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Assists with updating, revising, design, and maintenance of maps, surveys, plats, legal descriptions, codes, decisions, and reports. Supports in the interpretation, digitization, acquisition, and processing of remotely sensed data, aerial photography, and satellite imagery.
13. Researches and collects data from county and non-county sources for applications, products, and services.

### STATEMENT OF OTHER JOB DUTIES

14. May lead project teams and/or coordinate production tasks of other GIS staff on a project specific basis.
15. May collect field data using a Global Positioning System (GPS) or other equipment as needed.
16. May be required to perform all the duties of subordinate classifications.
17. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Bachelor's Degree in GIS, geography, computer science, engineering, planning, natural resources or related field; AND one (1) year of GIS or automated mapping experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's license may be required in some divisions for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- current GIS technologies and industry trends
- analytical, problem-solving, and troubleshooting skills
- visual communication and data mapping theories
- GIS application development, programming, and/or GIS related technologies

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### KNOWLEDGE AND ABILITIES (Continued)

- GIS production of complex cartographic and other spatial data displays
- GIS web-mapping applications served to internal and external users
- project management, planning, organization, and customer service skills
- database techniques to process and analyze geo-spatial datasets
- scientific research and data collection techniques
- User Acceptance Testing, metadata, hardware/software configurations, and GIS standards

### Ability to:

- communicate effectively by oral, written, and by other graphical means
- read, understand, and apply technical manuals and procedures
- maintain required records and prepare necessary reports
- independently analyze problems and assist others in GIS analysis
- apply critical thinking and problem solving skills to business needs
- learn new programs, platforms, and tools to finish specific analysis and tasks
- complete multiple competing projects and meet deadlines
- effectively function as a team member
- analyze customer needs and business systems
- convey technical information to non-technical users
- train users in GIS products and promote GIS solutions
- work with a variety of individuals from diverse backgrounds
- understand disciplines of the assigned department and its divisions

### SUPERVISION

Employees receive supervision from a supervisor or manager, while team members provide guidance. The employee carries out assignments on his/her own initiative and receives additional, specific instructions when relevant. Work is performed with considerable independence and may be checked to assure adherence to instructions and conformance with established departmental policies, procedures, and quality assurance standards.

### WORKING CONDITIONS

The work is performed in an office environment with some field trips to locations throughout the county for the purpose of data collection, quality control, and to increase understanding of projects. Prepares for and provides GIS support during emergency situations including floods, earthquakes, and storms. When on call, employees may be required to carry a County mobile phone, have connectivity and be available to work evenings, weekends, and holidays.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2017  
Previous Spec No. 3301, 3216, 3284  
EEO Category: 2 - Professional  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 5306 Non-hazardous