

EMPLOYEE NAME: _____

Created: 5/26

JOB DESCRIPTION

POSITION TITLE: GIS Analyst	JOB CODE: 489E
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: SPLOST	WORKDAYS: 231
REPORTS TO: Director, SPLOST	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs GIS analysis, data modeling, mapping, statistical and quantitative spatial analysis, reviews current and incoming data for accuracy, usefulness, quality, and documentation.	
REVISION DATE(S):	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in computer science, Geography, Geographic Information or related field is required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Certification in GIS; Valid Georgia Driver's License required
3.	Experience: 5 years of experience in GIS; data modeling, mapping, statistical and quantitative spatial analysis
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; may require lifting or moving objects at times; travel from site to site within the county
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to interact effectively with district staff, vendors, local government and members of the community

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Operates and maintains geographic information system (GIS).
3.	Creates, maintains, and updates data in GIS database.
4.	Enters data from various sources into GIS system.
5.	Maintains system by cleaning up and manipulating files and data as necessary.
6.	Assists with developing and implementing system standards for input and upkeep of data.
7.	Maintains, administers, and troubleshoots GIS software and hardware.
8.	Provides recommendations as to the expansion and overall enhancement of GIS system.
9.	Analyzes complex geographic data; queries databases for analytical information.
10.	Conducts analysis of datasets.
11.	Produces digital statistics.
12.	Collects and organizes data for report generation.
13.	Translates data formats and imports data from diverse sources.
14.	Develops conversion procedures and establishes specifications for the production of maps and plots.
15.	Converts data from spreadsheets or other files into CSV files suitable for use in the GIS system.
16.	Converts GIS data files into acceptable formats for department and district use.
17.	Conducts field work to collect data pertaining to the location/locations.
18.	Performs other duties as assigned by appropriate administrator.

Note: This position will be funded through the Special Purpose Local Option Sales Tax (SPLOST) and may be eliminated when the funding expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____