



# Position Announcement

**Position:** GIS Analyst

**Date Officially Opened:** 08-01-2017

**Hourly Starting Salary Range:** \$27.61 to \$34.24 (DOQ)

(Full Salary Range to \$40.87)

**Direct Supervisor:** Director of Engineering & Construction

**Department:** Engineering

**Normal Work Hours:** 8:00am to 5:00pm M-F, with some overtime required.

**Position Function:** Under the direct supervision of the Director of Engineering and Construction, plans and designs GIS systems and changes consistent with industry standards as it relates to water and wastewater utilities. Duties include, but not limited to, direct the design, development, and quality assurance for GIS software systems applications.

**Typical/Essential Duties:**

- 1) Plans and designs GIS systems and changes consistent with industry standards. Directs the design, development, and quality assurance for GIS software systems applications.
- 2) Develops, implements and manages the GIS data structure and geodatabase environment for use and adherence by District personnel. Coordinates the development and operation with user departments and the overall GIS program of the district.
- 3) Oversees the enterprise GIS technical environment functioning as the geodatabase manager, ArcServer manager and system architect for all GIS software and hardware components.
- 4) Installs, configures, and maintains ArcGIS environment including creation, publication and optimization of a variety of GIS resource services.
- 5) Identifies, analyzes and solves problems with GIS through independent special projects. Provides technical support to resolve GIS application issues. Incorporate Trimble GPS data into GIS system.
- 6) Performs task associated with managing data and preparing reports. Maintains an elevated level of technical skills and knowledge to maintain proficiency in the latest technologies in GIS.
- 7) Prepares GIS and/or CAD exhibits for functional and presentation purposes. Designs and maintain GIS web viewer.
- 8) Performs additional duties as assigned.

**Knowledge, Skills and Abilities:**

Required knowledge and experience is normally obtained through the completion of four years of college resulting in a Bachelor's degree. Three (3) through five (5) years of similar work related experience supporting a municipal GIS program. GISP Certification or the ability to obtain within 12 months of hire is desirable. Works requires the ability to read and interpret plans and specifications. Must possess good oral and written communication skills. Must be competent in the use of Microsoft Office computer software (Excel, Word & Power Point). Must be able to calculate percentages, ratios, proportions, areas, volumes, and other applicable mathematical calculations. Work is governed by broad instructions, objectives and policies, as well as standard operating procedures. Requires the exercise of considerable initiative and independent analytical and evaluative judgment. Must possess a valid Class C Texas Driver's License. Must be able to pass applicable pre-employment Practical Exam, Drug Screen, Physical, and Background Checks.

Position is considered "Open Until Filled." **Note:** All applicants must complete an employment application and submit it to the District's Personnel Department in order to be considered for employment. Please visit the District's website at [www.utrwd.com](http://www.utrwd.com) to obtain an application and for instructions