

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### OCE GIS TECHNICIAN ANALYST

**Department:** Office of the County Engineer  
**Pay Grade:** 111  
**FLSA Status:** Non-Exempt  
**Job Class:** 3084  
**Risk Code:** 8810

#### JOB SUMMARY

This is highly advanced technical work involved in analysis and evaluation of existing or proposed geographic information systems (GIS), and designing solutions and technical procedures to process GIS data for all areas of County government.

#### ESSENTIAL JOB FUNCTIONS

- Communicates with the customer to analyze and evaluate systems and technical specifications.
- Prepares comprehensive documentation and operational instructions for the GIS applications. Prepares all training aids. Writes documentation and user manuals associated with any GIS application.
- Assist in problem analysis, and submits recommendations for solutions. Prepares GIS Application specifications and diagrams, and tests, debugs and installs the operating procedures in coordination with network operations and user departments.
- Recommends modifications to programs, systems, or standards in order to improve their overall effectiveness, and works with user to ensure development of timely and useful information systems. Updates existing documentation to conform to approved revisions. Trains customers in the use of new software and hardware.
- Researches, creates, manages and maintains GIS spatial and tabular data to provide the users with the most current and accurate available data.
- Performs data analyses on spatial and tabular data to produce reports, maps, graphs, and/or charts as requested by management and user departments.
- Create visual representations of GIS database and to assist department and users in optimization of their duties.
- Provides advanced technical support for all GIS desktop, networked and Internet production applications.
- Implements technical methodologies for creation and use of spatial and tabular data. Prepares and interprets source documents and spatial data for digital conversion.

- Supplies first line quality control of all departmental GIS data, which includes spatial alignment, accuracy, GPS validation, etc. as required.
- Participates in the evaluation of departmental procedures to assist managers with developing efficient and effective GIS organizational processes.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Performs other duties as assigned.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

Occasionally functions as a lead worker for a small (one or more) group of employees. Provides indirect supervision, guidance, assistance, review of work product, resolution of work problems, and work direction to a relatively small number of employees

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate Degree or equivalent from two-year college or technical school; one year experience in Geographic Information Systems; formal training in current County standard GIS software or equivalent combination of education and experience. Work in geographic information systems, cartography, natural sciences or related field is preferred

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Specialized Skills and Abilities
- Advanced knowledge of the current County GIS software, relational database fundamentals, and local area networking fundamentals.
- Experience with a professional graphics desktop software.
- Ability to work with limited supervision.
- Advanced knowledge of terminology, practices, and techniques used in geographic information systems.
- Ability to analyze data and meet deadlines.
- Ability to prepare comprehensive reports and training manuals.
- Ability to work with limited supervision.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to remain calm in stressful situations.
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- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

Vision is a major requirement for this position and requires close and color vision and depth of perception. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to fifty pounds; will regularly be required to use hands to finger, handle, or feel, reach with hands and arms, and sit; and will frequently be required to talk or hear. Vision requirements are close, distance, and color vision; depth perception; and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*