



Baker County Board of Commissioners

GIS Analyst

JOB OVERVIEW

Under general supervision of the Development Operations Director, the GIS Analyst performs a variety of functions critical to the cartographic needs of Baker County at-large. Responsible for the creation, maintenance, and analysis of complex planning data and geographical data structures including but not limited to mapping, demographics, graphics, and reports. The GIS Analyst is expected to work with multiple data layers from various sources to perform related duties as required. Some on call and occasional off hours work is required.

MINIMUM QUALIFICATIONS

High school graduate or equivalent. At least 2 years of experience working in geographic information systems (ESRI preferred), spatial databases, rural planning, or related field; OR an equivalent combination of education and experience with knowledge and abilities essential to the successful performance of the duties assigned to the position. Knowledge of SQL and Python 3 are not required but are a plus, will be expected to learn and utilize both. Must possess a valid Florida driver's license. Must be able to demonstrate a basic understanding of skills necessary to perform work experience listed above. Must be able to pass necessary background checks for access to appropriate systems and facilities.

CORE COMPETENCIES

- **Overall Commitment-** Proactively seeks to understand the needs of our clients and provide the highest standards of service for those inside our agency, affiliated agencies, and the citizenry of Baker County.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Considerable knowledge of GIS computer database development and management
- Considerable knowledge of computerized cartographic/mapping hardware and software
- Ability to read and interpret technical documents, policies, and instructions
- Knowledge of techniques used in compiling and interpreting various types of data formats and types
- Knowledge of internal and peripheral computer components related to GIS

- Develop scripts to generate reports from GIS databases
- Utilization of SQL as well as Python 2 & 3
- Design project maps and databases; analyzes reports; produces final prints using various methods including plotters and image exports
- Trains user staff and provides technical support in application of statistical and thematic mapping software
- Operation of computers and peripheral equipment such as digitizers, plotters, and drafting instruments
- Knowledge in Microsoft Office products including Word, Excel, Outlook, Access, PowerPoint
- Ability to communicate effectively knowledge of GIS products
- Prepare well-written and well-organized reports, memorandums and correspondence
- Prepare illustrative maps and analytical documentation
- Create and maintain cartographic data layers, polygons, points, lines, and temporal features
- Take direction from the Development Operations Director and complete tasks as assigned
- On site visits and GPS data collection
- Emergency preparedness mapping and coordination with other agencies
- Predictive modeling
- Publish and maintain online geographic data sets
- Research property zoning, land use, and other histories
- Other tasks as assigned.

PHYSICAL DEMANDS

Must have the ability to work in a busy office environment with the ability to sit or stand for extended periods, walk up to one-quarter mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 50 pounds. Acceptable eyesight and hearing (with or without correction) and ability to communicate both orally and in writing. Duties will periodically require outdoor work, sometimes in adverse weather conditions.

The majority of work is performed inside an office environment. Must be willing and available for occasional work at night, out-of-state travel, and overnight travel if necessary. Must be available to work overtime as necessary.