

**MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT**

Geographic Information System Analyst

Division: Operations Department
Supervisor: Operations Director
Status: Non exempt (Hourly)

DEFINITION - Performs technical Geographic Information Systems (GIS) work providing support in the day-to-day operations of the water, sewer, parks, streetlights and open space zone departments.

DISTINGUISHING FEATURES - This is a skilled position which involves developing and applying GIS skills and knowledge throughout district operations.

PRIMARY DUTIES AND RESPONSIBILITIES - Duties include but are not limited to;

- Manage, collect, and input, data into the Geographic Information System (GIS) from a variety of sources for the water, sewer, parks, streetlights, and open space departments.
- Maintain and update GIS data files and GIS Database as needed.
- Perform analysis of GIS data including updating new subdivisions, flows, and other information within the Districts water and sewer models.
- Perform data collection of assets in the field utilizing GPS equipment.
- Produce maps, reports, graphics and posters for all district departments.
- Coordinate the acquisition and dissemination of all GIS related data and files.
- Responsible for the creation, editing, and distribution of relevant map layer information to other city, county, state, and partnered organizations as needed.
- Create high quality maps which align with the end products purpose, audience and format.
- Manage and maintain the districts ArcGIS Online account including Field Maps and other field applications associated with ArcGIS Online.
- Provide training to staff on all GIS related devices, applications and software.
- Conduct mapping research, in the field and in the office, to resolve conflicting information and to ensure data accuracy.
- Manage and maintain all OSHA and compliance related plans, programs, and documents for the District, (e.g. CalArp, HAZ MAT. Business Plan) ensuring they are complete, up to date, and in compliance with all rules and regulations.

SECONDARY DUTIES - Provides a variety of support services for all district departments including;

- Conduct and complete district service orders.
- Maintain and operate a district vehicles and selected equipment.
- Follow and adhere to all District Policies and Procedures.
- Maintain all required training (First Aid, CPR, etc.)
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES - None

BASIC QUALIFICATIONS - Must possess the ability to create, read and interpret maps, as well as read and interpret construction plans, as-builts, AutoCAD information and aerial imagery pertaining to water, wastewater, streetlights and open spaces. The ability to produce detailed cartographically correct maps, reports and graphics. Ability to conduct field data collection utilizing GPS equipment and create data collection forms. Must be proficient in ArcGIS software including ArcGIS Online. Ability to operate a personal computer utilizing a variety of specialized and standard software. Must possess a valid Class "C" California Drivers License.

SPECIAL SKILL REQUIREMENTS - Ability to apply established practices, procedures and techniques; to use personal computer and data collection equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

EDUCATION AND EXPERIENCE - Must possess a Bachelors Degree in Geography, Cartography, GIS or closely related field with a minimum of 4 years' applicable related experience utilizing ArcGIS software including ArcGIS Online.

PHYSICAL DEMANDS OF THE JOB - As detailed in Exhibit 1 (attached to and incorporated by reference hereto).

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____ Employee Signature _____

Adopted and Approved March---2022