



Lake County GIS Analyst

| BAND | GRADE | SUBGRADE | FLSA STATUS |
|------|-------|----------|-------------|
| C | 4 | 1 | Non-Exempt |

NATURE OF WORK

This position is responsible for creating, updating, and managing Geographic Information Systems (GIS) data, maps, and applications for County use. Responsibilities may include administering GIS parcel data; assisting with County addressing; GIS support and troubleshooting; and creating GIS maps and data.

| TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.) | | FREQUENCY | BAND/ GRADE |
|--|---|------------------|----------------|
| 1. | Determines map size, collects data, and performs other tasks related to drafting GIS maps; creates, manages or researches geographic parcel and other GIS data. | Daily 45% | C4 |
| 2. | Performs calculations using roadway length and location for future development and expansion areas. | Monthly 15% | B2 |
| 3. | Designs and troubleshoots mapping applications and geographic data to ensure proper functioning. | Daily 15% | C4 |
| 4. | Trains staff and departments in using mapping applications. | Quarterly 10% | B2 |
| 5. | Prepares various graphic designs for County departments. | Weekly 15% | B2 |
| 6. | Performs other duties of a similar nature or level. | As Required | N/B |

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.



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TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in GIS or related field and 2 years of related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

KNOWLEDGE REQUIREMENTS

- GIS principles, practices, and structures;
- GIS software applications;
- Map scales and projections;
- Mathematical and statistical principles;
- Training principles and practices;
- Research methods.

SKILL REQUIREMENTS

- Preparing maps;
- Analyzing GIS data;
- Performing mathematical and statistical calculations;
- Programming GIS applications;
- Presenting training materials;
- Utilizing GIS software;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|------------|----------------------------|
| June, 2017 | Draft prepared by GBS (MO) |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.