



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

GIS ANALYST
DAWSON COUNTY PUBLIC WORKS
Full-Time/Salaried/Exempt

JOB SUMMARY

This position is responsible for planning, organizing, recommending and coordinating the implementation and maintenance of the County's Geographic Information System (GIS) and assisting county departments with GIS related projects.

ESSENTIAL DUTIES

- Creates and maintains the data related to the cadastral data sets using existing GIS cadastral layers and existing maps.
- Assists in developing, establishing and implementing procedures to collect, store, maintain, retrieve, analyze and utilize data pertinent to the goals of Dawson County.
- Assists in administering data capture and conversion projects. Assist in developing necessary plans and documents for procurement of professional services under the supervision of the Public Works Director.
- Coordinates the integration of the GIS system into daily workflows of offices throughout Dawson County government in cooperation with applicable department heads and elected officials
- Designs and administers the GIS data model, including relational database management system design and feature schema design
- Evaluates data design changes, specifications and standards for accuracy
- Reviews, assists in database design and other applications not directly associated with the core GIS database and application, but intended for integration with the GIS by County departments.
- Assists in establishing, maintaining and monitoring GIS policies, procedures and quality standards
- Recommends GIS user rights and privileges
- Aids in developing, implementing and monitoring a GIS-related training when needed
- Responds to inquiries, request and problems from the County Manager, Department Heads and the general public
- Performs other related duties as assigned.
- Issue, verify, and correct E911 addresses.
- Maintain MSAG and E911 database.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- GIS software and other applicable computer programs and equipment particularly computer aided drafting.
- Drafting, technical data input or cartography drafting
- Basic principles of civil engineering as they relate to topographic surveying and cartography.

SKILL IN:

- Two or more GIS packages.
- Macro / C / C++ / Visual Basic programming.
- Understanding of and/or willing to learn math and statistical analysis.
- Oracle or related RDBMS including development skills.
- Communicating effectively, both orally and in writing; including complex technical issues to a non-technical audience.
- Establishing and maintaining effective working relationships.
- Preparing a variety of reports, prioritizing work load, and managing projects.
- Assessing situations to determine problems, identifying alternative solutions and related consequences, and making recommendations.

ABILITY TO:

- Understand and apply GIS software programs specifically related to civil engineering, hydrology, and GIS
- Operate a printer and complex map reproduction machines
- Read, analyze and interpret common scientific and technical journals and, with proper legal counsel, legal documents
- Respond to common inquiries and complaints from governmental and non-governmental GIS users
- Convey basic GIS concepts and operations to others
- Comprehend and apply principles of calculus, modern algebra, analytical geometry and statistical theories.

COMPLEXITY

The work consists of varied technical geographic duties. The variety and amount of data to be organized and the need to interpret them for the public, department heads contributes to the complexity of the work.

CONTACTS

- Contacts are typically with co-workers, vendors, contractors, department heads, and the general public.
- Contacts are typically to give and exchange information resolve problems, negotiations, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to act as the primary support contact; interacting on the customers behalf with software, hardware, and GIS problems

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 10 pounds regularly and up to 20 pounds occasionally.

Environmental Factors: The work is typically performed in an office or outside.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Possess a Bachelor’s Degree in a course of study related to the occupational field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position usually interpreted to require a minimum of an internship with a state, local, or federal government as related with GIS experience.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____