



Job Description – GIS Analyst

Location:	Whitestown, IN
Regular/Temporary:	Regular
Full/Part Time:	Full Time
Reports to:	Director of Development Services
Wage (Hourly/Salary):	NTE; \$2,120/bi-weekly

Job Purpose:

The GIS Analyst helps to manage and maintain the Town's GIS data layers to support day-to-day operations and significant GIS applications within the organization. Maintains effective working relationships with Town employees, and community members in support of assigned duties. Effective management of program priorities and technical Quality Assurance/Quality Control will also be critical elements of the position.

Strong leadership, communication, and innovative problem-solving skills are expected when providing individualized customer service for GIS user needs. Continuing education to maintain industry knowledge for custom application development is important to facilitate the continued growth of the Town's GIS program.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Updates and maintains the existing Town address and roads GIS data in partnership with Town Fire Rescue and E-911 Dispatch Center regulations.
- Provide configuration, implementation, and system quality assurance services for the Town's enterprise asset management systems in order to support the Town's asset and work management.
- Creates and maintains the Town's existing GIS data layers, topologies, geometric networks, and other specialized data using ESRI GIS software and GPS.
- Manages and creates GIS data sets related to utility infrastructure and transportation and conducts special projects to support the needs of the Public Works Projects and other departments; work including but not limited to infrastructure inventory, services requests, projects, easements, inspections, water quality sampling, traffic counts, etc.

- Creates, manages, optimizes, and publishes ArcGIS Server REST services for applications, maps, geocoding, geometry, and geoprocessing.
- Provides training to individual users or groups of users in GIS applications, interfaces, and techniques, and develops manuals and other instructional materials as needed.
- Performs various research and development activities and functions for the Geographic Information System including researching and compiling data, developing, modifying, and maintaining digital data, creating, and revising data update processes, participating in the design and organization of spatial data coverage, and taking the appropriate remedial action to correct quality deficiencies.
- Participates in GIS system development and maintenance, provides backup support of critical systems and processes, assists in the configuration and development of new software applications, evaluates specifications of GIS software and equipment, and participates in development of short- and long-term strategies for responding to software and hardware advances in technology.
- Operates and utilizes a variety of GIS related equipment, including personal computers, global positioning systems, plotters, digitizers, image scanners, and other related hardware.
- Help develop and maintain quality control standards for GIS data layers for Town departments and other agencies; develops procedures to reduce system errors and enhance system functionality and stability; coordinates special projects with Town departments.
- Provides customer support for internal and external clients including Open Data, GIS layers, map services, map creation, historical research, and plotter maintenance, and;
- Performs other duties as assigned.

Education, Knowledge, and Skills:

- GIS Analyst position requires a degree in geographic information systems, geography, planning, civil engineering, or a related area of study
- Minimum of 2 years of professional experience working with geographic information systems
- GISP Certification is preferred
- Prior municipal experience in a planning, engineering, or GIS related role is preferred
- Advanced knowledge of the philosophies, principals, practices & techniques of GIS systems
- Knowledge of effective writing techniques
- Knowledge of principles and practices of research and data collection
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Organizational skills
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Evidence of strong customer service skills, reflecting a high degree of tact, tolerance and respect when dealing with the public at large
- Knowledge of current technology and software applications (including Microsoft Office suite) appropriate to the assigned responsibilities
- Ability to withstand pressure of competing priorities and varied responsibilities, while working efficiently and effectively to produce positive resolutions
- Ability to manage and conduct in-person and virtual public participation activities, meetings and hearings
- Able to manage information in a timely and accurate manner.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to:

- Work in a standard office environment
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone
- Work some evenings and weekends
- Deal with the public in a calm, constructive, and reasonable manner
- Read and analyze documents and use a computer
- Lift a maximum of 25 pounds

Please send your completed [Town of Whitestown Employment Application](#) and resume to Katie Barr at kbarr@whitestown.in.gov.