

CITY OF ONTARIO

CLASS CODE 0303 GROUP 5
DEPARTMENT REVIEW J. B. B. B. DATE 7/2/98
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE 1/24/94
SUPERSEDES 1/24/94

G. I. S. ANALYST

DEFINITION

This is professional work involving analysis, applications design, and database development utilizing geographic information system (GIS) technology for urban planning and policy development. Under general supervision, is responsible for the design, development, testing, and project coordination of applications to formulate solutions to municipal problems and projects by applying a good working knowledge of GIS technology, and performing related duties as required. Work is reviewed through conference, observation of work in progress and evaluation of written reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintains and updates the City's geo-referenced databases from demographic, community development, public services, public works, public safety and a variety of sources created by City departments; operates digitizer, and GPS devices, to input map-based information; utilizes computer hardware and peripherals to create and input data into relational database packages; operates equipment such as plotters and printers for output of maps and graphics; performs application design using ArcInfo programming language (AML); performs research and analysis and makes recommendations on solutions to urban problems using the geographic information system; derives statistics, and creates reports and documents using data derived from the geographic information system; makes oral and written presentations relative to various city projects; serves as a computer resource and trainer for City departments; creates and maintains GIS data library from a variety of governmental and private sources; develops processes for case tracking and documentation; performs periodic field reviews to obtain and/or verify database information.

OTHER JOB RELATED DUTIES

Receives and stores supplies; coordinates maintenance of plotting equipment; and performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from an accredited college or university with a bachelor's degree in planning, engineering, public safety, geography, urban studies, computer science, GIS, public or business administration or a closely related field; two (2) years of experience which includes: utilization of a geographic information system (GIS); utilization of ESRI Arc/Info, Ave, and Map Objects; project design and coordination; design and/or maintenance of front end applications; familiarity with or experience in a wide range of GIS-based research and analysis for urban problem solving; the creation, manipulation and management of relational databases; working with UNIX, DOS and windows operating systems. Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

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Knowledge: good working knowledge of database design and management; general knowledge of local government activities; thorough knowledge of ESRI Arc/Info GIS software, Avenue scripting and Map Objects programming; working knowledge of ArcView GIS software.

Ability to: conduct independent investigations, analysis, and research on City projects and to present conclusions and recommendations clearly and concisely, both orally and in writing; read and interpret planning, engineering and building maps or documents; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

SPECIAL REQUIREMENTS:

The ability to perform the duties and responsibilities of the position including the following examples: the strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds in order to move supplies and operate equipment; arm, hand and finger dexterity sufficient to operate job-related equipment; vision adequate for viewing computer screen and documents; speaking and hearing ability adequate to communicate effectively in person and over the telephone.

LICENSES/CERTIFICATES

Valid California Driver's license.

Desirable: One (1) year of work experience in a public agency; knowledge of the terminology, methods, practices, techniques and instruments of urban policy and community development activities, familiarity with Internet, Intranet, Visual Basic and Visual Foxpro or comparable database management software.