



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.6

Job Title: **SENIOR GIS ANALYST**

Pay Grade: 24

GENERAL SUMMARY:

Performs and leads others in producing maps, reports, analyses and programs to support users of a Geographic Information System (GIS).

RESPONSIBILITIES:

- Supervises GIS projects determining scope, schedules and resource requirements. Communicates with clients to resolve problems and performs quality control.
- Develops complex applications and screen menus to support GIS users. Uses Map Objects, ArcView, ArcInfo, Avenue, ARCINFO MACRO LANGUAGE (AML), Visual Basic and C/C++Writes code and documents programs.
- Consults with users to determine GIS needs. Identifies applications, data requirements and sources, hardware and software requirements.
- Develops and implements data topology methods and procedures.
- Provides technical training and support to staff and users.
- Makes project presentations to users and staff.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

EXPERIENCE:

Two years of professional experience working with a comprehensive geographic information system are required. Professional experience working with a comprehensive geographic information system may be substituted for the degree requirement on a year-for-year basis.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- GIS Operator
- GIS Technician
- Senior GIS Technician
- GIS Analyst
- Senior GIS Analyst
- GIS Consultant
- GIS Manager

Effective Date: June 2000

Revised Date: August 2001