



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.5

Job Title: **GIS ANALYST**

Pay Grade: 20

GENERAL SUMMARY:

Produces maps, reports, analyses and programs to support users of a Geographic Information System (GIS).

RESPONSIBILITIES:

- Produces maps, reports and analyses using GIS and various database software.
- Researches and evaluates source data using routine methods.
- Develops applications and screen menus to support GIS users. Uses Map Objects, ArcView, ArcInfo, Avenue and ARCINFO MACRO LANGUAGE (AML). Writes code and documents programs.
- Develops and implements data topology methods and procedures.
- Converts data from one software platform to another.
- Geocodes data files; enters, corrects and modifies data.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

No experience is required.

Substitution: Professional experience working with a comprehensive geographic information system may be substituted for the degree requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

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 considerable tact and cooperation involving somewhat sensitive issues or problems.

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 Supervisor
- GIS Manager

Effective Date: June 2000

Revised Date: March 2017