JOB ANNOUNCEMENT
Open to City Employees and the General Public
Date Opened: December 7, 2018
Closing Date: Open Until Filled

GIS/Asset Management Analyst I, II, and III – Energy Services  18-12-214
Department: Energy Services  Salary Ranges: See Below

Reports to: GIS/Asset Management Administrator  Supervises: None

Salary Ranges
GIS Analyst I - Range 49 ($49,528/year)
GIS Analyst II - Range 52 ($53,336/year)
GIS Analyst III - Range 55 ($57,437/year)

Position Summary
Under the direction of the GIS Administrator, performs a variety of administrative and technical duties for the City of St. George related to the development and implementation of GIS, including ArcGIS Enterprise on SQL Server and related integrations including Cityworks AMS.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

GIS Analyst I
1. Develops basic web mapping services and tools using ESRI's ArcGIS for Server and ESRI's ArcGIS Online.
2. Prepares high quality maps and other exhibits in digital and hardcopy formats.
3. Assists in handling internal and external requests for maps and spatial data.
4. Plans, publishes, designs, updates/upgrades, and maintains GIS and Asset Management data and services in coordination with GIS and IT staff and groups.
5. Publishes GIS services and map products to help achieve City mission and objectives.
6. Builds models or writes basic scripts to perform routine data maintenance and other tasks.
7. Maintains GIS Metadata and participates in GIS user groups.
8. Consults with users and supervisors regarding GIS hardware and software requirements.
9. Uses Asset management software (Cityworks) to track work for all divisions.
10. Updates employee, material, and equipment data in Cityworks.
11. Performs other related duties as required.

GIS Analyst II
1. Promotes the use of and provides training for staff on the use of various software applications, including ArcGIS, Cityworks, internet based mapping services, and customized third party applications.
2. Provides data analysis, report design and development using a wide array of tools including Google Suite and ArcGIS.

3. Works with City staff in the development of GIS databases including spatial data design, collection, development, and editing.

4. Participates in the land development review or utility planning processes by providing mapping support, reviewing developments or engineering plans for conformance with adopted standards, preparing a variety of graphical exhibits, spatial analysis, and other related tasks.

5. Utilizes ESRI's ArcGIS for Server and Microsoft SQL Server to perform basic management of spatial databases stored in a relational database management system.

6. Coordinates with developers, citizens, consultants, engineers and businesses on projects and processes requiring GIS support.

7. Provides training and technical support for GIS users in multiple divisions throughout the department.

8. Provides training and support services in the use of laptops, tablets, GPS units, and other mobile devices as they relate to computerized work management systems and field data collection.

GIS Analyst III
1. Designs configures, creates and supports new GIS tools, workflows, integrations, spatial databases and methods for data collection, processing, interpretation and display, in coordination with GIS and IT staff and groups.

2. Utilizes ESRI ArcGIS software to carry out advanced spatial analysis such as geocoding, network analysis, location analysis, and complex spatial queries.

3. Oversees, directs and supervises the development and implementation of an asset management program, which incorporates a computerized Cityworks Asset Management System (AMS). This includes developing and maintaining reports and interface programs using Crystal Reports, XML, MS Access, and web scripting tools; understands the GIS data schema necessary to support the Cityworks functionality; maintain databases for maintenance history, work orders, logs, management information systems, equipment records and facilities inventory; maintain computerized and manual records of plant maintenance activities; prepare reports of efficiency, cost, time, supplies, materials used and work accomplished.

4. Represents the City and coordinates with other agencies in the development of data standards, regional data collection efforts, data sharing, and other activities.

5. Leads and manages GIS projects.

6. Serves as team lead, providing direction and support to other team members.

7. Works with engineers on energy system modeling.

**Typical Physical/Mental Demands/Working Conditions**
Comfortable working conditions. Intermittent sitting, standing, and walking. Uncomfortable conditions may include stooping, crouching, bending, etc. Ability to lift or move medium to heavy weights up to 50 pounds. Exposure to stress as a result of human behavior and irregular working hours required to get equipment or programs set up or repaired under department time constraints.

**Qualifications:**

**GIS Analyst I**

**Education:** Graduation from an accredited college or university with a Bachelor’s degree in Geographic Information Systems, Geography, Computer Science, mathematics, or a related field.

**Experience:** Related experience may be substituted for education on a year for year basis.
Licenses and/or Certifications: A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

GIS Analyst II
Education: Graduation from an accredited college or university with a Bachelor’s degree in Geographic Information Systems, Geography, Computer Science, mathematics, or a related field.
Experience: Two years of related experience. Additional related experience may be substituted for education on a year for year basis.
Licenses and/or Certifications: A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

GIS Analyst III
Education: Graduation from an accredited college or university with a Bachelor’s degree in Geographic Information Systems, Geography, Computer Science, mathematics, or a related field.
Experience: Four years of related experience. Additional related experience may be substituted for education on a year for year basis.
Licenses and/or Certifications: A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

Knowledge, Skills, and Abilities
Knowledge of:
- Geography, cartography, and GIS technology.
- Geographic coordinate systems.
- Advanced geographic information system software (ESRI ArcGIS Desktop, Pro and Server).
- Basic principles of global positioning systems, land surveying, and land records.
- Web programming and web mapping tools.
- Computer scripting/programming languages (Model Builder, Python and SQL,).
- Project management techniques.
- Specific utility functions that employ GIS heavily including electric transmission and distribution, fiber communications, asset management, emergency services; city planning and permitting; and electric utility provision.
- Computer networks, servers, Windows desktops, relational database management systems, and enterprise software applications (web based, cloud based, and server based).
- Operating GIS related equipment such as GPS units and large format plotters.
- Basic statistical techniques for demographic and geographic analysis.
- General local government business processes and functions including budgeting, management structures, political structures, and public service delivery.
- Research techniques, GIS best practices, and knowledge of contemporary issues in Geographic Information Systems.
- Asset Management principles and practices.

Ability to:
- Communicate technical information to technical and non-technical co-workers.
- Communicate effectively, both orally and in writing.
- Troubleshoot and resolve problems.
- Work independently and make decisions related to job function.
- Manage multiple projects and prioritize effectively.

GIS Analyst III
Ability to:
• Assume a team lead role for the work group.

To Apply: Submit a completed City of St. George Employment Application online at careers.sgcity.org. Applications are reviewed on an ongoing basis. Position is open until filled. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. EOE. We make reasonable efforts to provide reasonable accommodation to disabled candidates.