



BRADFORD COUNTY

JOB DESCRIPTION

POSITION: GIS Analyst
DEPARTMENT: Dept. of Community Planning & Mapping Services
REPORTS TO: County Planning Director
FLSA STATUS: Non-Exempt
HOURS: 40 hours per week
DATE: 8/11/15
REVISION DATE: 3/09/18

JOB SUMMARY: The GIS Analyst continuously updates the county-owned spatial data base in order for users to effectively utilize the County Geographic Information System.

DISTINGUISHING FEATURES OF THE CLASS: The GIS Analyst is proficient in developing spatial data layers that assist county departments, agencies and various private interests to analyze trends and patterns of spatial behavior throughout Bradford County. The GIS Analyst assists in the process of spatial data analysis and insures that both metadata and map accuracy standards are utilized in the development of spatial data layers. The GIS Analyst works under the direction of the GIS Coordinator and ultimately the Planning Director.

JOB FUNCTIONS:

- Primary editor of all state, township and private road layer maintenance.
- Performs updates and corrections of existing and available spatial data layers.
- Manages metadata files that reference all modifications to spatial data layers.
- Transfer map information from analog formats into digital spatial layers.
- Assists in maintaining and updating spatial information displayed on all County Web Applications; Including ArcGIS Online, ArcGIS Portal and ArcEnterprise.
- Performs field investigations with a Global Positioning System (GPS) and/or new and emerging mapping technology (FieldMaps, Hub, Survey123, ArcGIS Pro, etc.) to verify key data points.

- Coordinate efforts between the Department of Community Planning & Mapping Services; with Bradford County Conservation District, Emergency Management/ 9.1.1. Department, Grants Coordinator, Assessment Office, Elections Office and any other County office that requires spatially corrected or newly developed data layers.
- Performs ongoing address maintenance (application review, GPS location, assignment of new address), as needed.
- Assists in walk-in map inquiries, especially for FEMA Flood Map information.
- Performs QC function on data/metadata updates with other departments, municipalities and agencies.
- Assists with the County Planning Director and Community Planner with mapping associated with municipal comprehensive plans and zoning ordinance updates.
- Membership and participation with the County GIS Professionals of Pennsylvania.
- Active member of the County Emergency Operations Center (EOC)

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Working knowledge of ESRI ArcGIS software and Microsoft Office Suite. Ability to prepare and present technical graphic presentations in an interesting manner to planning and GIS professionals, municipal officials and the general public.
- Ability and background in proper Cartographic and Map Layout methods.
- Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the general public. Provides the highest level of customer service to applicants and officials requesting information from the office.
- Excellent oral and written communication skills.

MINIMUM EXPERIENCE and TRAINING: Graduation from a college or university of recognized standing with major work in Geographic Information Systems or Geography and related fields of study. The GIS Analyst attends GIS planning related meetings, conferences, seminars, workshops, and webinars to stay apprised of regional and state trends in practical GIS applications.

ADDITIONAL TRAINING AND EXPERIENCE: The GIS Analyst must possess a valid driver’s license and ability to provide personal transportation. The GIS Analyst must be able to conduct site visits outside of the office and should be capable of entering sites and properties during varied weather conditions. Must be willing to continue participating in education and training opportunities related to new hardware and software environments.

WORK SCHEDULE:

Position Type: Full-Time Part-Time Temporary Seasonal Intern

Hours per Week: 40.0

Start Time: 8:00 a.m. **End Time:** 5:00 p.m.

