



CITY OF NORTH BEND, WASHINGTON POSITION DESCRIPTION

Class Title: GIS Analyst
Department: Public Works
Representation: Teamsters Union Local 763
Salary: \$5,996 - \$7,534 per month, DOQ
Overtime Eligible

First Review of Applications: January 20, 2021

Position Open Until Filled

POSITION SUMMARY:

This full-time position will work under the general supervision of the Deputy Public Works Director and will perform a wide variety of highly responsible administrative, technical, and analytical work in the development, operation and maintenance of the City of North Bend's Geographic Information System (GIS). Work includes working with inter-disciplinary staff teams, commissions, elected officials and the public. Work is performed under deadlines and mandated review schedules often require attendance at public meetings typically held in the evenings.

ESSENTIAL FUNCTIONS include but are not limited to:

- Administers and manages the operation of City GIS services including software and hardware, standards compliance, database maintenance, online mapping tools and administration and related system analyses and programming.
- Advises the City Administrator, Department Directors and other City staff on formulating the policies and procedures for integration of GIS services within Public Works, Community & Economic Development (CED), and other City departments.
- Supervises GIS consultants and contractors in accordance with program requirements and priorities.
- Prepares Agenda Bills and reports of GIS development and activities and presents such information to the Mayor, City Administrator, Department Directors, Commissions and/or Council.
- Recommends GIS program improvements and budget expenditures and ensures compliance with available existing GIS budget.
- Researches records, maps and other data such as location of sewer stubs, water mains, hydrants, storm drains and designations for flood, zoning and sensitive and critical areas.
- Facilitates spatial analysis in support of staff projects by combining information from a variety of data sources.
- Handles all requests for mapping products, prepares maps and coordinates production and printing of all such maps and GIS products.
- Establishes a tracking and management strategy for handling and prioritizing all GIS requests.
- Performs statistical analysis and creates graphical outputs to inform senior staff.

- Creates online mapping tools for internal and community/stakeholder communication.
- Provides addresses for new construction projects.
- Prepares all E911 updates.
- Attends meetings as required to make presentations to City officials, supervisors, commissions, civic groups and the general public.
- Provides accurate and timely information to citizens, property owners, permit applicants, real estate agents, public officials and any other interested parties.
- Works with available resources to achieve goals, plan and organize workload, secure direction when necessary, report progress in a timely manner, and make changes as directed.
- Interacts cooperatively and establishes and maintains effective working relationships with other employees, elected officials, contractors, community organizations and the general public.
- Presents a positive, friendly image to the public using tact, courtesy, and good judgment.
- Maintains regular and reliable attendance.
- Performs other duties as assigned by the Deputy Department Director, Department Director and/or his/her designee.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree from an accredited university with a degree in geography, land use planning, urban planning, computer science, landscape architecture or a closely related field, and
- Minimum of three years of increasingly responsible GIS experience, including the use of the ArcGIS software and preferably working in a municipality.
- An equivalent combination of experience, education and training may be substituted that would provide the required level of knowledge and ability to perform the essential duties and responsibilities of the position.
- GISP Certification is a plus.

Necessary Knowledge, Skills and Abilities:

- Ability to design, create, query, maintain and analyze geographic databases.
- Coordinate GIS systems, policies and procedures to meet user needs and produce cost effective products.
- Ability to create quality and accurate static maps for executive staff, publishing and public use.
- Experience and knowledge of ArcGIS Online and ability to publish quality online mapping tools.
- Organize and execute work program for complex GIS projects.
- Knowledge of the latest GIS best practices and ability keep up with the changing field of geospatial technology.
- Ability to work on multiple projects simultaneously in a fast-paced environment.

- Ability to conduct research, analyze data and compile comprehensive reports with recommendations.
- Manage, schedule, assign, coordinate and monitor the work of consultants.
- Negotiate solutions and facilitate consensus on GIS issues.
- Excellent written and verbal communication skills and the ability to communicate professionally and courteously.
- Ability to use a personal computer and related software applications as required by the job, including GIS applications.
- Ability to demonstrate sound judgment.
- Ability to work under pressure and deadlines.
- Ability to follow instructions and work independently with little supervision.
- Ability to work in a positive and professional manner with the public and staff.
- Must have strong attention to detail and be able to maintain accurate and organized files.
- Must be able to tactfully handle sensitive or confidential materials.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver's License.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Possession of a valid First Aid card or the ability to acquire within one year of appointment.

SUPERVISION:

Work is performed under the direct supervision of the Deputy Public Works Director. This position does not typically supervise others.

TOOLS AND EQUIPMENT USED:

Knowledge and use of applicable tools, instruments, calculators, computers, Microsoft Office applications, word processing and permitting software, portable radios, phones, copiers, printers, fax machines, and other general office or field equipment including ladders or scaffolding, and tape measures, and automobiles.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is typically performed in a fast-paced office environment with some work in the field. Some traveling may be required for site visits and related activities. Work involves moderate noise typical of an office environment including ringing phones, multiple conversations and operating office machines. Noise and hazards outside of a typical office environment are limited. There may be possible interaction with irate or difficult individuals.

Work involves sitting for long periods of time, walking, climbing stairs, talking, hearing, and using hand-eye coordination to operate computers and office equipment and to handle, feel or operate objects, tools or controls. The employee is frequently required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally

required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Employee will be required to wear safety protective gear when necessary.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion an employee in this classification may perform duties of an employee in a higher classification.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification; other duties may be assigned, and this description may be amended as needed.

APPLICANT INSTRUCTIONS:

The City must receive a **completed City of North Bend Application Packet**. Incomplete, or late application packets or supplemental information may not be accepted. **A completed application packet consists of the following: a completed City of North Bend Application; Letter of Interest; Resume; and any supplemental education or training information that you wish us to consider that relates to this position.** Signed application packets may be either 1) mailed to City of North Bend, Attn: Human Resources, 920 SE Cedar Falls Way, North Bend, WA 98045, or 2) emailed to dmasko@northbendwa.gov to be accepted as complete. Application materials and additional information is available on the City's website at <http://northbendwa.gov>.