



GIS TECHNICIAN / GIS ANALYST I/II JOB DESCRIPTION

Job Title: GIS Technician / GIS Analyst I/II
Location: 670 9th Street, Suite 201, Arcata, CA 95521
Supervisor: Senior Planner or above
Supervises: None

SUMMARY: Planwest Partners Inc. specializes in community, land use, environmental, and economic planning services. Since 1997, Planwest has assisted city, county and tribal governments, special districts, non-profits, transportation planning agencies and private industry in achieving their planning and management goals. Our multi-disciplinary staff comprised of — land use, municipal and environmental planners, economists, resource and services specialists, facilitators, spatial analysts, grant writers, analysts, and administrators — offer the professional skills necessary to take projects from concept to actualization.

The Geographic Information Systems (GIS) Technician / Analyst will provide a range of routine and complex GIS related tasks and serve as part of established project teams. The GIS Technician / Analyst performs a variety of professional and advanced assignments working directly with Planwest staff and clients on special studies or complex planning projects. The Technician / Analyst will use their skills to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. This position requires the frequent use of independent judgement as well as a working knowledge of GIS, particularly ESRI-based software, and planning functions and related activities.

DISTINGUISHING CHARACTERISTICS:

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

These classes recognize the degree of complexity associated with the programs, systems, and project-based assignments. The level at which initial appointments are made is at the discretion of Planwest management.

GIS Technician

This is the entry level class within the GIS series. Under close supervision, incumbents perform a variety of routine tasks and duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly more complex assignments. At the discretion of Planwest, incumbents may advance to a higher level after demonstrating knowledge in the field and the ability to perform work with minimal direction from Planwest staff.

GIS Analyst I

This is the working level class within the GIS Analyst series. Under supervision and minimal direction, incumbents perform a variety of technical operational duties. As experience and knowledge are acquired, incumbents are expected to perform increasingly responsible and difficult assignments. Incumbents in this classification possess appropriate technical expertise and at the discretion of Planwest, incumbents may advance to a higher level after demonstrating they can perform their work fully independently to fulfill Planwest's GIS needs.

GIS Analyst II

This is a journey level class within the GIS Analyst series. Incumbents must have the targeted competency and performance level expected of all GIS Analysts and are regularly assigned more difficult or complex work. Incumbents are technically proficient in performing their assigned duties at a high level of independence under minimal direction. Incumbents may train, assign, and monitor the work of GIS Analysts and other technical, clerical, and administrative personnel.

ESSENTIAL FUNCTIONS:

Essential functions and responsibilities include, but are not limited to, the following. Other duties may be assigned.

- Maintains and enhances GIS data sets according to evolving needs and resources including digitizing, editing, researching, creating, calculating, and editing of attributes and merging of data from different sources; adds new data and manipulates existing data in multiple work files; performs high-level manual and/or visual review of preliminary data and final products to ensure usability and accuracy of all data entering the system.
- Creates and edits geospatial data, using various sources and digitizing techniques; creates and edits maps and map series, integrating a range of data formats, and using state-of-the-art technology.
- Conducts complex spatial/surface analysis using a variety of modules and GIS software; utilizes multiple databases and GIS software to perform spatial analysis for more difficult special projects working with a team of users from Planwest and potentially other organizations.
- Meets with users to define data needs, project requirements, project output, and/or develop applications; analyzes GIS needs of, and implements GIS programs, databases, and related products for, Planwest clients; prepares and coordinates project scopes, procedure flow-charts, and schedules with clients and planners.
- Interfaces and serves as liaison with clients in the serving of special requests and operational issues; ensures that GIS products are delivered within a timeframe acceptable to the client; coordinates advanced level support and expertise for more difficult GIS applications.
- Attends training meetings and upgrades knowledge of GIS systems; applies and documents new techniques as they are implemented.
- Evaluates operations and makes recommendations about the GIS program direction and procedure modifications; develops or assists in developing policies and procedures for GIS processes.

- Prepares a variety of visual materials, including advanced graphics, maps and charts using manual or computer tools to synthesize and communicate technical and complex information to a variety of internal and external audiences.
- Attends meetings and hearings with official and public groups and contributes to such with discussion and presentation of materials, as assigned or appropriate. Prepares reports for consideration.
- Performs related duties as assigned that support the overall objective of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required

- Knowledge of ESRI-based GIS software (ArcGIS Pro, ARcGIS Online) and its applications, and related programming languages.
- Knowledge of principles and practices of GIS, cartography, map projections, scales; relational database management systems and principles; and data maintenance and conversion techniques.
- Ability to create complex professional level maps that accompany planning documents using multiple data sources and advanced cartographic techniques.
- Demonstrating the ability to employ the principles and techniques of technical problem solving and software and systems quality assurance and control.
- Demonstrating the ability to recognize problems, develop recommendations and solutions, and communicate technical issues to Planwest staff, users, and client community.
- Utilize methods of advanced research, analysis, and management related to GIS system applications and databases.
- Pertinent knowledge of local, County, State, and Federal data sources and availability.
- Demonstrating the ability to work independently and complete assignments to meet deadlines.
- In-depth knowledge of and skill at organizing, coordinating, and managing multiple complex projects and priorities.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Possessing the ability to use sound judgement when making decisions, interpretations, and in communications with others.
- Possessing the ability to communicate clearly, both orally and in writing.
- Showing an ability to maintain, manage, and organize records and to manage multiple tasks in a detailed and effective manner.
- Showing an ability to interact professionally and cooperatively with clients, applicants, governmental agencies, and members of the public.

- Ability to work as contributing member of a team, work productively and cooperatively with other teams and external clients and project partners, and convey a positive image of the firm.

Preferred

- Experience working with U.S. Census geographies such as blocks, block groups, and tracts.
- Applied GIS experience within the planning and/or environmental consulting field.
- Knowledge of special districts and Local Agency Formation Commission (LAFCo) services and responsibilities.
- Methods of advanced research, analysis, and management related to GIS system applications and databases.
- Website maintenance/development including content management systems such as Wordpress.
- Experience creating or modifying webmaps for public education.
- Experience mapping coastal and flood zones, agricultural and forestry lands, wetlands, streamside management areas, and other natural resources.
- Experience correcting and modifying GIS files related to, or understanding of, boundary descriptions, parcels, metes and bounds, and Board of Equalization (BOE) Tax Rate Areas (TRAs).
- Well-developed human relations skills to facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

OTHER REQUIREMENTS:

Communication Ability

Ability to routinely read and comprehend documents, instructions, correspondence, and memos for general understanding and analytical purposes. Ability to write correspondence, prepare reports, formulate recommendations, and report out findings. Ability to effectively present information in one-on-one and small group situations to clients and project stakeholders, and other employees of the organization.

Math Ability

Ability to calculate figures and amounts such as growth rates and percentages. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of or ability to learn Microsoft Office, Teams, email platforms, and all the necessary software and computer programs to conduct GIS analysis.

Teamwork Skills

Ability to work effectively and collaboratively with teams with a variety of professional disciplines and follow project manager and supervisor direction.

EDUCATION / EXPERIENCE:

Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Typical ways of obtaining the required qualifications are to possess the equivalent of:

GIS Technician

Bachelor's degree or Certificate in Geographic Information Systems, Geography, Cartography, Civil Engineering, Computer Science, Information Systems (or related field) and one year of experience using ESRI-based GIS software applications, databases, and other relevant computer software, programs, and databases.

GIS Analyst I

Bachelor's degree or Certificate in Geographic Information Systems, Geography, Cartography, Computer Science, Information Systems (or related field) and three years of experience using ESRI-based GIS software applications, databases, and other relevant computer software, programs, and databases.

GIS Analyst II

Bachelor's degree or Certificate in Geographic Information Systems, Geography, Cartography, Computer Science, Information Systems (or related field) and five years of experience working in a GIS related field, including experience with a wide variety of geographic information system applications and other relevant computer software, programs, and databases.

LICENSES AND WORKING CONDITIONS:

Certificates and Licenses

Valid California Driver's License

Work Environment

This is a small, team-oriented planning firm that handles a multitude of projects and clients. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to cold/hot climate conditions and moderate and loud noise environments including, but not limited to: computers, printing, telephones, human voices, sound system and refrigeration. Work requires the ability to operate a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.



Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and to perform other job duties. Requires some agility and physical strength, with the ability to regularly lift and/or move objects up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee is occasionally required to reach or balance and stoop, kneel, crouch, or crawl.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Planwest Partners or I may terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name, Printed