Sullivan County, Tennessee
Planning & Codes Department: GIS Division
GIS ANALYST

Job Description

General Statement of Duties: Performs difficult technical work in database management and assisting with the implementation of GIS activities in the Planning & Codes Department: Geographic Information System (GIS) Division; does related work as required. This position directly reports to the Planning & Codes Director and is expected to work as a team supporting the rest of the Department personnel. The position requires support of other GIS and mapping users of the county, community partners as well as city agencies.

Distinguishing Features of the Class: This is a technical position involved in analysis and evaluation of existing or proposed geographic information management system(s) (GIS), and designing solutions, programs, web applications and related procedures to process GIS data for all areas of needed work as directed by the Sullivan County Planning & Codes Director. The primary function is to develop all mapping and database programs using ArcGIS Desktop, ArcGIS Catalog, ArcGIS Online, and ArcReader software and related supportive software needed by the department for land-use planning and zoning enforcement. Special Projects will be assigned by the Director as needed.

Examples of Work: (Illustrative Only)
-develops a programming plan for the language, files, data base interface, and techniques in accordance with approved standards and systems specifications for GIS data management and analysis using ArcGIS software;
-prepares, manages and builds new Web-Based GIS tools necessary for the department and the community's use;
-communicates with the support staff, department and customers to analyze and evaluate systems and programming specifications. Prepares logic flow charts or decision tables as guides to coding of the program;
-develops program modules and linkages required for the program. Codes, debugs, develops test data, and tests the entire program;
-prepares land-use planning maps, stream assessment inventory maps, census data project maps, special project maps, trail planning maps, community resource maps, maintains the zoning database and maps, as well as other projects so assigned by the Director.
-prepares comprehensive documentation and operational instructions for the GIS programs. Prepares all training aids for staff using ArcReader or other tools. Writes all documentation and all user manuals associated with the program/system;
-prepares charts and diagrams to assist in problem-analysis and submits recommendations for solutions. Prepares program specifications, diagrams, and develops coding logic flowcharts. Encodes, tests, debugs and installs the operating programs and procedures in coordination with network operations and user departments;
-recommends modifications to programs, systems, or standards in order to improve their overall effectiveness, and works with user to ensure development of timely and useful information systems. Updates existing programs and documentation to conform to approved revisions;
-provides internal and external user support. Resolves all problems as assigned and makes recommendations and reports any unresolved problems for resolution;
-researches, creates, manages and maintains GIS spatial and tabular data to provide the users with the most current and accurate available data;
-performs data analyses on spatial and tabular data to produce reports, maps, graphs, and/or charts as requested by management and user departments;
-maintains the Trimble GPS devices and software to be able to gather data in the field and prepare database and mapping projects accordingly as needed;
-works with the Stormwater Inspector and other staff in developing mapping solutions for special projects and inventories as needed;
-works closely with the Property Assessor's Mapping Division for shared software, databases, mapping and solutions for county mapping needs;
--performs related tasks as required.

Required Knowledge, Skills and Abilities: Thorough knowledge of the capabilities and operations of geographic information systems and automated cartography; thorough knowledge of elementary statistical analysis techniques; ability to effectively perform and coordinate GIS tasks with a wide variety of technicians, programmers, users, management, and outside organizations; skill in computer programming skills as applied to spatial data. Good management, supervisory, and organizational skills. Good speaking and writing skills. Extended periods of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry.

Acceptable Experience and Training: Graduation from an accredited college or university with a bachelor's degree in geography, computer science, or relevant field of study and five years related experience, or an equivalent combination of education and experience that provides the required knowledge, skills and abilities as recognized by the GIS industry.

Other Requisites: From time to time the GIS Analyst may be assigned special duties by the director, or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work.   Every effort will be made in advance to inform the GIS Division of the temporary additional assignments, which under no circumstances are intended to constitute a demotion. Job duties will require the analyst to participate and attend local NETGIS Workgroups, training and TNGIC group conferences on a regular basis to stay connected with other local governments and the GIS community as well as continue one's education in the GIS professional field. The Department will fully support such continuing education programs and opportunities as the budget allows.

ADA REQUIREMENTS

Physical Requirements: Task involves the regular, and at times sustained, performance of physical tasks such as walking over rough or uneven surfaces, bending, stooping, and lifting or carrying moderately heavy (20-50 lbs.) items such as plat files, refilling roles of plotter paper or rearranging one's office furniture as desired; or may involve the complex operation of equipment requiring the manipulation of multiple controls; fine adjustments or both; or the sustained operation, on a production basis.

Environmental Requirements: Job duties shall require being able to go out in the field for data collection using GPS technology on project sites or stream assessments.

Sensory Requirements:
Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires depth perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Pay Range: Salaried position starting at: $40,000 to $50,000 commiserate to years of experience, education and certifications. Full time, permanent position with full County benefits.

Qualified Candidates shall submit resume to Ambre Torbett, County's Planning & Codes Director at planning@sullivancountytn.gov .
In addition, the completion of the County Job Application shall be filed with the Department. Deadline for electronic submittal will be by 4:00PM (EST) on **July 3, 2020**. The application can be obtained by calling the Payroll Department at 423.323.6413