



# GIS Systems Analyst

## Job Description

Department: Information Systems  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: GIS Manager

### Summary

Under general supervision of the GIS Manager, independently completes mapping projects. Generates, maintains, and provides quality control of complex data to be stored in Utah County Government's geographic information systems (GIS). Designs, develops, maintains, and/or programs GIS applications. Incumbent may be assigned to provide general or specific GIS support for a county department, function, or project.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design, create, implement, manage, maintain, and document GIS Systems and data using ArcGIS Desktop, ArcGIS Pro, ArcGIS Enterprise Server, ESRI Enterprise Geodatabases, Oracle, and other software that support and enhance Utah County business functions.
2. Design and produce maps and other graphic products using GIS, Computer-Aided Drafting (CAD), and other programs; assist the public, county employees, and local, state, and federal agencies, as needed.
3. Perform high-level spatial analysis of geographic data sets.
4. Design, develop, maintain, and/or program GIS applications and other tools using Python, VB.NET, JavaScript, iOS, C#, Swift, SQL, HTML, or other languages.
5. Assist county employees to acquire, catalog, normalize, display, analyze, and integrate spatial data with other enterprise data to enhance its usefulness and accessibility; utilize GIS application development tools, such as Spillman RMS and CAD 911 system modules, ArcGIS Field Maps, ArcGIS Dashboards, and Experience Builder, as needed.
6. Perform highly responsible technical work in systems design and implementation.
7. Perform high-level technical review of geographic information, GIS software, and third-party software to determine accuracy and usability.
8. Provide technical assistance to county departments, other government agencies, and the public; train county employees in GIS procedures and software.
9. Capture field data using global positioning system equipment and other means.

### For Office Use Only

Job Code: 3056  
Job Title: GIS Systems Analyst  
FLSA: Non-Exempt  
Effective Date: 3/7/2024  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

10. Prepare confidential information used by the county, including use for civil and criminal litigation.
11. Prepare conference reports and make technical presentations.
12. Assist the GIS Manager with other support operations of a multi-department GIS enterprise.
13. Assist the GIS Manager with establishing long-range direction for GIS in Utah County.

### **Knowledge, Skills, and Abilities**

- Knowledge of ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise Server, and other related GIS products
- Knowledge of civil engineering, public safety 911 systems, cartography, cartographic principles, and surveying techniques
- Knowledge of GIS application programming and design tools
- Knowledge of project and employee leadership techniques
- Skilled in advanced reading, writing, and math
- Skilled in providing consistently exemplary customer service
- Skilled in communicating technically complex information, both verbally and in writing
- Ability to produce applications and tools using programming languages including Python, IOS, Android, ArcGIS Runtime SDK's, C#, JavaScript, Java, Swift, SQL, VB.Net, Spillman RMS and CAD systems, ArcGIS Field Maps, ArcGIS Dashboards, Experience Builder, or similar tools
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management
- Ability to create detailed maps

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment but may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work may expose the incumbent to possible bodily injury when performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smart phone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, hear, and sit for long periods of time. Specific vision abilities by this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **Required Education and Experience**

1. Bachelor's degree in GIS, Geography, or a closely related field.
2. One (1) year of work experience in GIS application development using Python, VB.NET, JavaScript, iOS, C#, Swift, SQL, HTML, or other object-oriented languages and/or other GIS application development tools such as ArcGIS Field Maps, ArcGIS Dashboards, Experience Builder, or providing GIS support for Spillman Dispatch Systems.
3. Demonstratable work competence in programming or GIS application development.
4. Equivalent combinations of education, experience, and demonstrated work competence may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive and protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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