

**VACANT POSITION
DEPARTMENT: WATER**

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: GIS Analyst (Position #1007)

Salary: Salary: Grade 18, \$65,977 (salary negotiable depending upon education/experience).

Work Schedule: 8:00 am – 5:00 pm, Monday through Friday, with the ability to work on an “on-call” basis twenty-four hours daily, seven days a week.

This position is Exempt under the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor’s degree in Geographic Information Systems (GIS), Geography, Computer Science, Environmental Science, or a related field. A master’s degree is a plus. Minimum of 2-3 years of experience working with GIS technology, preferably in a utility or public service environment. Proficiency in GIS software, including the ESRI ArcGIS suite (ArcGIS Pro) and ArcGIS Online. Strong analytical and problem-solving skills with the ability to interpret complex data and present findings clearly. Excellent verbal and written communication skills. Ability to explain technical concepts to non-technical stakeholders. Strong attention to detail and accuracy in data entry and analysis. Ability to work effectively both independently and as part of a team. Demonstrated ability to manage multiple projects and meet deadlines.

GENERAL STATEMENT OF JOB: The GIS Analyst is responsible for managing, analyzing, and interpreting geographic information systems (GIS) data to support the operational and strategic needs of Spalding County Water and Sewerage Facilities Authority (SCWSFA). This role involves developing and maintaining GIS databases, performing spatial analyses, and creating detailed maps and reports. The GIS Analyst will utilize ArcGIS Online for web-based mapping and support mobile GIS data collection. Field data collection is a minor aspect of the role, involving occasional support for field crews and direct data collection as needed to ensure accurate spatial information across various GIS feature types.

PHYSICAL REQUIREMENTS: The conditions herein represent those that an employee must meet to perform the functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. This job operates in a professional office environment, but occasional field work may be performed outdoors. Work may expose the incumbent to possible bodily injury while conducting fieldwork. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Sufficient physical ability to perform light to moderate lifting and carrying, stooping, reaching, standing, walking, talking, hearing, seeing, and performing repetitive motions. See in normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hear in the normal audio range with or without correction

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Collect, organize, and maintain a variety of GIS data, including but not limited to infrastructure, parcel data, zoning information, land use, and environmental data.

Perform spatial analysis to identify patterns, trends, and relationships within the data. Generate reports and visualizations to support planning, decision-making, and operational activities.

Create and update maps and GIS applications to support various projects and provide valuable insights for county-wide planning and analysis. Develop thematic maps using both desktop and web-based GIS tools.

Utilize ArcGIS Online to create and manage web maps and applications. Share interactive maps and spatial data with stakeholders and the public.

Occasionally assist field crews with mobile GIS data collection, including setup and troubleshooting of GPS equipment. Conduct field data collection using GPS units and mobile GIS applications as needed to gather accurate location-based data. Ensure data quality and consistency through field verification.

Ensure the GIS database is accurate and up-to-date. Troubleshoot and resolve technical issues related to GIS software, data, and hardware.

Collaborate with other county departments and stakeholders to integrate GIS data with other systems and ensure consistency across various platforms.

Prepare technical documentation and standard operating procedures related to GIS processes. Provide training and support to staff on GIS tools and applications.

Assist in the development and implementation of GIS projects and initiatives.

Ensure that GIS practices comply with federal, state, and local regulations and standards.

Perform any other GIS related tasks and projects as assigned by the GIS Manager to support departmental goals and objective

July 29, 2024
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