

CITY OF CHATTANOOGA

Classification Specification Title: GIS Analyst 1

Department: Technology Services

Pay Grade: GS.10

Supervision Received From: GIS Systems & Database Mgr

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

1/8/25; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for programming, developing and maintaining the City's geographic information system to facilitate research, planning, presentation and reporting of information. Analyzes, plans, creates, manages, implements and programs GIS applications. Performs senior level project management and analysis of GIS data. Provides technical assistance to citizens, design professionals and City staff.

Work is performed with limited supervision. Develops complex maps for city departments and outside agencies; manages the checking of topographic and other maps created by outside contractors and agency staff; assists in developing procedures for maintaining the City GIS; creates various plots and data sets for users; provides spatial analysis of data sets; creates and updates map layers. Advanced level programming data formats of tabular data, exports graphic maps to different formats; assists with software management including upgrades and researching/acquiring new software.

SERIES LEVEL: The GIS Analyst 1 is the second level of a four five level GIS series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as the project lead providing senior level project management, leading team members and outside vendors to develop timelines, monitor data collection schedules and provide quality control of the data.

Prepares GIS system programs that require specialized programming skills based on analysis of GIS Data sets.

Manages the quality control checking of topographic maps created by outside contractors and agency staff.

Provides Senior level GIS analysis using specialized programs within GIS Data Sets for Engineering Design projects.

Assists other City Departments with the GIS expertise for specialized projects requiring GIS programming.

Utilizes GIS programming for computational analysis of large amounts of data for designing complex map layers within GIS programs.

Develops procedures for maintaining the GIS. Analyzes, manipulates and prepares reports from GIS applications.

Creates and updates maps and other cartographic products by gathering and reviewing data, copying data and entering data into GIS.

Posts work orders, map corrections and new and modified information.

Creates and converts geographic and facilities data for inclusion into GIS.

Creates related metadata. Performs program database administration by creating and revising tables.

Creates queries, forms and reports that contain a variety of information.

Provides support to users by troubleshooting and training users on GIS and ArcView applications.

Assists users with printers, plotters and copiers. Creates and maintains GIS layers in applicable databases.

Coordinates, develops, tests and modifies GIS program applications for use by end-users, including entry/inquiry screens and print layouts.

Develops related system documentation and creates user guides.

Reviews and processes requests associated with public works fees; collects fees for plans, specifications and/or other related items.

Collects and verifies field data by conducting visual inspections of applicable sites.

Assists in providing information and assistance to customers regarding a variety of issues which may include supplying initial statistics to potential bidders on City contracts; inputting and communicating contract information to interested parties; coordinating appeal processes; responding to fee change requests; locating and issuing maps and/or performing other related activities.

Maintaining UAV work request forms, working with requestees to ensure that drone missions are conducted in a safe and legal way.

Train other employees who are learning to operate drones, and insure the City's equipment, insurance, and license are maintained.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor of Science Degree with training emphasis in Geography or Computer Science, mapping, database design or other closely related field and year (2) year of experience involving geographical information systems or relational databases; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License, FAA Part 107

Commercial UAV Operators certification preferred.

SUPPLEMENTAL INFORMATION

Knowledge of GIS projects, analysis, system design; management skills to work on projects with outside contractors and agency staff for computerized mapping, digital data creation, conversion, manipulation and analysis; GIS database administration principles, methods and techniques, including quality control methods and practices; relational databases; cartographic principles as it relates to GIS and customer service principles; with FME (Feature Manipulation Engine), as it supports data integration, transformation, and automation across various GIS platforms and formats.

Skill in creating and interpreting data models and quality control using a computer and related software applications; converting data to and from multiple platforms; reading a variety of technical maps, drawings and other related items; understanding, using and applying database management systems, tools and techniques; collecting, interpreting and integrating relevant geographic data from multiple sources; preparing accurate GIS cartographic products and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.