



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SE, NM 87501
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Job Title: G.I.S. Analyst
Department/Division: Assessor's Office
Salary: \$25.1481/hr - \$37.7222/hr
Position Status: Full-Time/Classified **Range: 40**
FLSA Status: Exempt
Closing Date: March 7, 2011
Job #: 03-101

Primary Purpose:

To provide geographic data acquisition and integration; technical analytical and design support for the operation of the County parcel-level Geographic Information System (G.I.S.).

Essential Job Functions:

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

- Supervises assigned projects, provides instruction and training for employees; makes independent decisions; plans and assigns work; evaluates and approves/disapproves leave requests; approves timesheets; checks final work to ensure compliance with established policies and procedures; recommends the hiring of new employees; recommends the promotion of employees; recommends salary increases for employees; recommends disciplinary action; assists in the resolution of grievances and/or complaints; provides feedback on work performance for employees; completes performance evaluations for employees; drafts and implements policies and procedures; assists in budget preparation and implementation
- Acquire digital geographic data; develop specifications for data layers/products; track and port status on geodata acquisition; ensure legal compliance of the use of geographic data; coordinate collection schedules and coverage areas across teams; coordinate with other political jurisdictions on collaborative geodata acquisitions; negotiate and finalize acquisition schedules and track execution/implementation.
- Attend and participate in multi-agency regional geospatial integration meetings; Attend industry conferences and participate in other pertinent training to keep job skills current. Support vendor and product evaluation; support contract negotiations for geodata acquisition.
- Assist in the development of procedures for the update and maintenance of the County G.I.S. database; assist in the research and implementation of G.I.S. standards and guidelines; prepare and document, scripts or macro programs to support database processing and analysis.
- Assist and train users in the creation, operation and maintenance of the County database; evaluate individual G.I.S. project requirements, implement a work program and monitor progress; develop and apply control procedures to professional service deliverables; identify hardware and software systems malfunctions and propose solutions.
- Research and prepare cartographic products and ports. Prepare graphic information and associated tabular data for automation; operate and provide routine maintenance to large and small format plotters, digitizers and scanning or production devices.
- Maintain a descriptive inventory of G.I.S. data with appropriate documentation and metadata. Advise staff and the public on the appropriate use of G.I.S. data.
- Supervise Assessor Mapping staff

Knowledge and Skills:

- Considerable knowledge of the sources of digital geographic data, the methods used and associated accuracy of transforming source data into the County's special reference, documentation of acquisition methods and accuracies;
- Ability to present project information and reports in verbal and written form; to establish and maintain effective working relationships with co-workers, consultants, user departments and divisions, public utilities representatives and other government agencies.
- Considerable knowledge of the principles and practice of land surveying, mapping and global positioning systems; of development of quality control assurance procedures and methodology; of cartographic production and design; of

computerized data compilation and conversion techniques; of geographic information; of database management systems; and of graphic applications and related software including ARC/INFO, ArcView, ArcGIS, ArcIMS, ArcSDE, ArcGIS Server and other GIS software.

- Ability to analyze and provide solutions to geospatial challenges; and to train user groups.
- Considerable knowledge of networked workstation computing environments; Considerable knowledge of cartographic production and design.
- Knowledge of Sidwell's Parcel Builder software is desirable but not required.

Minimum Qualifications:

- Bachelor's degree in Geography, Land Surveying or Computer Science or a related field with emphasis in G.I.S. and providing a background in cartography, plus 4 years of professional work experience in G.I.S. Related experience may be substituted at a rate of 30 semester hours equal to 1 year experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed in an office setting, although some field work may be required. Work schedule may include evening and weekend hours. Some travel may be required. May be subject to exposure of inclement weather, insect bites, snake bites, dust, electricity, chemicals, fumes and CRT's and VDT's.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.