



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: GIS ANALYST**

**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	County Assessor	<b>JOB CODE:</b>	327
<b>SUPERVISOR:</b>	GIS Program Manager	<b>SALARY RANGE:</b>	26
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Develop and maintain tools and processes to analyze and sustain the county's Enterprise Geographic Information System (GIS) in support of government and public decision making.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.  
Develop and maintain the county's Enterprise Geographic Information System.

Develop custom scripts, models, and other applications to automate data collection, maintenance of datasets, and analysis.

Create a variety of information products including digital or paper maps, web maps, web apps, and mobile tools using cartographic, visualization, and information management processes and standards. Support development of countywide spatial data and mapping standards.

Read and understand technical materials such as engineering plans and specifications, maps, and as-builds.

Update and maintain the county's custom web mapping applications.

Perform spatial and non-spatial data extractions, transformation, and loading processes, and analysis. Work with internal and external stakeholders to understand their complex spatial and non-spatial data and analysis needs.

Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations.

Administer ArcGIS online and Portal for ArcGIS.

Participate in the county drone program.

Create, edit, and maintain GIS data, reports, processes, procedures, workflows, and other technical documentation.

Create accurate spatial data and analyses; create data queries using a variety of tools; recognize and resolve discrepancies in attribute data.

Convert and integrate non-GIS format information into the GIS system.

Work with teams and managers to achieve county and project objectives.

Serve as GIS subject matter expert with software integrations. Train and assist system users.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.



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Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the GIS Program Manager who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma plus additional broad specialized training in a related field. Two years' experience using ArcGIS or similar software. Experience with local government GIS data structures and experience integrating GIS with other software. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to a four-year degree in a related field preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a drone operator's license or the ability to obtain a license within one year of hire. Should possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Working knowledge of JavaScript, SQL, Arcade, Python, and/or other scripting and programming languages. Basic understanding of enterprise networking.

Skill in relational databases and the ArcGIS software suite and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem. Independently research answers and solve problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Express complex technical topics and issues to numerous audience types.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.



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- Plan, implement, and manage projects. Manage multiple and concurrent projects and adapt to change while reallocating task priorities.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***