

## EAST BAY REGIONAL PARK DISTRICT

### GEOGRAPHIC INFORMATION SYSTEM ANALYST

#### GENERAL FUNCTION

Under general supervision, the Geographic Information System (GIS) Analyst is responsible for GIS services within the Land Acquisition, Interagency Planning and Regional Trails Division; coordinates GIS data sets with District GIS Coordinator.

#### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: supervises, and performs, the tasks necessary to create, develop and maintain the GIS boundary and regional trail digital data sets within the Land Acquisition, Interagency Planning and Regional Trails Division; develops GIS applications and maintains quality control for the Division's GIS data; oversees and participates in collecting, digitizing, analyzing, editing and entering GIS and GPS data; contacts agencies and consultants to obtain digital data for use in land acquisition projects; coordinates and produces GIS-generated cartographic mapping projects and presentation graphics for use in Board meetings, Land Acquisition, Interagency Planning and Regional Trails Division planning and projects, other public meetings, hearings, conferences; and others as required.

#### OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this role will include: performs field survey work relating to the creation of data sets; utilize and train District staff and interns in the use of GPS equipment; coordinates and shares use of GIS data sets with Division and District staff and with other agencies; performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Geography, City and Regional Planning, Landscape Architecture or a related field (e.g., Natural Resources, Computer Science, Public Administration) with a specialty in GIS.

Experience: Three years of experience with GIS and specifically with data sets relating to public works or open space, including at least one year of experience in a lead person or supervisor role.

#### KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge and understanding of the basic principles of GIS, its uses and applications. Proficiency with ARC/INFO and related GIS software packages. Familiarity with land use planning/zoning and open space planning concepts desirable. Familiarity with GPS equipment and field data gathering methods also desirable. Capable of analyzing processes and developing/implementing programs and applications based on ESRI GIS software products. Ability to supervise, train and evaluate the work of others. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

#### SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Management-level position.

SUPERVISES: Geographic Information System Technician

Employment Category: AFSCME (Salary range effective March 27, 1999 - \$3,892.25 - \$4,271.05/month)

Replaces "Geographic Information System (GIS) Analyst", adopted by Board: November 17, 1992

Revision Approved by Board: March 21, 2000

T:\HUMANRES\Job Descriptions\GIS ANALYST.doc