

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Planning Senior GIS Analyst	UNION:231
CLASS TITLE:	GIS Analyst, Senior	SG:S-8
DEPARTMENT:	Planning	CS:N
		FLSA:N
		EEO4CODE:PR

JOB SUMMARY:

Performs a wide variety of Geographic Information System (GIS) analysis, geoprocessing and data-development functions. Is responsible for the design, implementation, daily operation and long-term development of departmental GIS. The position provides technical consultation and services to a wide range of technical and non-technical employees using the GIS to compile reports and studies.

SUPERVISORY RELATIONSHIPS:

Reports to Senior Planner. Provides technical leadership for departmental GIS functions. Provides direction to GIS Specialist position as well as temporary and intern-level GIS help. Works independently in performing duties. Works under applicable City and departmental policies, procedures, protocols and technical standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists the manager or supervisor in the coordination of GIS application development projects including analysis of requirements, scheduling of work, and reviewing the work of others. Makes hiring recommendations for GIS staff.
1. Provides a broad range of GIS support functions to the Planning (Long-range and Land Use divisions) Department.
2. Provides GIS consultation and assistance to other City departments and to the Office of Neighborhoods & Community Development.
3. Consults with non-technical staff regarding Planning Department project requirements and provides guidance and recommendations regarding available GIS capabilities and resources. Makes purchase and budget recommendations for GIS acquisitions.
4. Designs and maintains a variety of standardized graphic and tabular GIS products in hardcopy and digital form for use by City staff, the public and other agencies.
5. Provides custom GIS analysis, data and cartographic services for Planning staff.
6. Designs, develops and maintains departmental GIS database applications (e.g. Land Supply Monitoring System).
7. Provides high quality and detailed consultation, technical support and troubleshooting to inter-departmental clients on Planning GIS products.

8. Serves as technical liaison and advisor for consultants, architects and design firms under contract to the Department making use of City GIS data and services.
9. Coordinates with inter-agency technical groups regarding cross-jurisdictional GIS data acquisition and management programs (digital orthophotos, habitat surveys, ESA response programs, Growth Management updates).
10. Facilitates and participates in local and regional professional GIS user-group meetings and forums to further develop data-resources and technical standards.
11. Performs a variety of advanced GIS analytical and geoprocessing functions, including input, editing, manipulation, analysis and output of spatial and tabular data sets.
12. Operates, maintains and installs GIS software.

ADDITIONAL WORK PERFORMED:

1. Maintains departmental internet web-site using HTML coding routines. Assures adherence to City-wide internet standards and protocols. Develops and maintains new content, and coordinates with other departments to establish relevant common data and links.
2. Provides input in making hiring decisions regarding technical staff.
3. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Interpersonal and Communication:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, vendors, consultants, and the public.
- Skill in working both as a member of a team and as a project leader.
- Skill in writing in clear concise language to produce reports and other required documentation.
- Good oral communication skills, including good listening skills, to communicate with technical and non-technical audiences.
- Working knowledge of the functions of City departments, office operations and interdepartmental working relationships.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

Technical Competencies:

- Demonstrated skill in operating, installing and maintaining GIS hardware, software, and related peripheral equipment as required to accomplish assigned duties.
- Working knowledge of advanced GIS concepts, geoprocessing functions and techniques, and spatial database management procedures. Comprehensive working knowledge of database concepts.
- Skill in using Environmental Systems Research Institute (ESRI) GIS software, including ArcInfo and ArcView for data development, maintenance, analysis and mapping.
- Demonstrated knowledge of GIS scripting languages, AML, Avenue and VBA.

- Strong knowledge of operating systems (MS DOS, UNIX and WindowsNT).
- Strong knowledge of the Structure Query Language (SQL) and its applications with GIS analysis and application development.
- Working knowledge of GIS application design concepts, procedures and techniques using tools such as Visual Basic and Map Objects.
- An understanding of software tools for distributing and publishing GIS data and information such as MS-PowerPoint, Adobe Photoshop and Adobe Illustrator.
- Strong knowledge of internet web-page development standards and coding languages such as HTML.

Problem Solving:

- Skilled at combining knowledge of GIS database and software with common sense and insight in solving problems and making decisions.
- Skilled at systematically identifying and analyzing the important dimensions of a problem, determining potential causes, obtaining relevant information, and specifying alternate solutions, then carrying out solutions or referring to the appropriate authority.

Organization and Management:

- Good planning, organizing, decision making and time management skills.
- Working knowledge of principles and procedures of project coordination.
- Skilled at working independently under pressure and with minimal supervision to solve problems and meet deadlines.

WORKING ENVIRONMENT:

Work is performed in an office environment at a computer workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with coursework in cartography, planning, civil engineering, geography, GIS or related field.
- Four (4) years of GIS experience, with at least 2 years at the analyst level.
- At least two (2) years of experience using ESRI's ArcInfo workstation GIS software and a working knowledge of ESRI's desktop and internet application products: ArcExplorer, ArcView and MapObjects.
- Working knowledge of industry-standard relational database products such as Oracle, SQL Server, Informix and/or MS Access.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the work will be considered.

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S&P Classification Committee
6/02

REVIEWED BY: _____
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