



City of Gulfport, Mississippi
Job Description

**Geographic Information System Analyst
(GISA)**

Department: 145B – General Administration

EEO Category: Professional

Date Revised: 1 2009

FLSA Status: Non-Exempt

Date Approved: 3 2 2009

Position Overview

The GIS Analyst functions in a team environment in support of departmental activities within the City government. This includes activities such as creating map displays, creating and editing GIS Data and occasionally presenting GIS data to interested groups.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned

- Assists in the development and implementation of long and short-range plans for the Division of GIS.
- Digitizes and/or convert existing maps and land features to create data useful in the ArcGIS environment.
- Assists in the development and implementation of procedures and policies to take advantage of computer technology.
- Assists in the identification and analysis needs of the department and other GIS users and implements GIS functions to meet those needs.
- Trains users in GIS applications and associated activities.
- Conducts research, compile and analyzes data from various sources.
- Assists in the selection and acquisition of hardware and software.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Basic knowledge of automated mapping principles and

procedures.

- Basic knowledge of Environmental Systems Research Institute (ESRI) software, database management and PC operating systems.
- Basic knowledge of Microsoft Office Suite of software.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze data and solve problems.
- Ability to establish and maintain effective working relationships.
- Ability to follow directions-both written and oral.
- Knowledge of basic office equipment, such as: typewriter, calculator, fax, and photocopier.
- Ability to teach others basic GIS terms and techniques.
- Ability to perform "Help Desk" support for Internet Mapping Service.

Education and Experience

B.S. or B.A. from college or university with major emphasis in geography, planning, cartography computer science or related field including coursework in G.I.S. Five (5) years work experience may be substituted for educational requirements.

Licenses or Certificates

None.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.