

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: GIS ANALYST/PROGRAMMER  
CLASS CODE: 2038

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 4/15/08 (Revised 10/04/2006 version)  
DEPARTMENT: INFORMATION SYSTEMS

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## **JOB SUMMARY**

Performs complex technical coordination, program development, and management of GIS projects.

## **CLASS CHARACTERISTICS**

This classification level is responsible for technical GIS program planning and development.

## **ESSENTIAL FUNCTIONS**

Designs, implements, manages, maintains, and documents Geographical Information Systems using ArcGIS, ArcGIS Server, ArcEngine, ArcSDE, ArcINFO, ArcIMS, Oracle, and other software.

Generates quality standards and maintains overall integrity of the databases.

Uses PB, VB6, VBA, VB.NET, AML, SQL, HTML, ASP JavaScript ArcXML, Python, Cold Fusion, and other programming tools to develop and maintain software and project applications for GIS.

Programs specific applications and tools for use in entry of geographic information, data analysis, map production, and report production.

Develops new programs and enhances existing programs to meet the needs of various County departments and agencies including the integration of GIS data in enterprise systems.

Performs high-level technical review of geographic information, GIS and 3<sup>rd</sup> party software to determine accuracy and usability.

Captures data in different formats using global positioning system equipment and other means.

Documents applications as they are written and modifies existing documentation when needed.

Provides technical assistance to County departments, other government agencies, and the public in implementing GIS projects including training County employees in GIS procedures and software.

Performs highly responsible technical work in systems design and implementation.

Supports operations of a multi department GIS enterprise.

Researches and analyzes new hardware and software products for County GIS use.

Assists management in establishing long-range direction for GIS in County.

Programs, installs and maintains software programs on personal computers, workstations and servers.

Assists in the hiring and training of personnel within the GIS function.

Responds to and resolves customer complaints and emergency problems relating to the GIS function.

Assists in performing system administrator duties on assigned hardware and software that may include UNIX and Windows XP/2000 operating systems.

Adapts and updates existing systems to meet user requirements.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of ArcGIS, MapObjects, ArcObjects, SQL, Visual Basic, Internet Map Services, Arc/INFO, ArcView, AML, and related GIS products and languages; Knowledge of and proven skill in relational database systems including Access, Oracle and Info with ArcSDE and Spatial; Knowledge of

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computer operating systems including UNIX, DOS, and Windows XP/2000; Knowledge of computer programming and design techniques; Knowledge and skill in maintaining software that may reside on personal computers, workstations, and servers; Skill in utilizing geographic information systems; Knowledge of civil engineering, cartography, cartographic principles, surveying and drafting; Skill in reading, writing, and advanced math; and Ability to assess priorities of other departments.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled room; Work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury while performing field work.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelors Degree in Geographic Information Systems, Geography, Planning, Computer Science, or a related field; and four (4) years of computer programming related to GIS.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.