

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## GIS ANALYST

**JOB CODE: 60082**

**PAY GRADE: 21**

**PAY RANGE: \$57,288 - \$91,661**

### GENERAL DESCRIPTION

Under the general supervision of the PRIME Director, this is professional and technical work in the development and maintenance of a Geographic Information System (GIS) to support Pinellas County's regional computer-aided dispatch (CAD), records management system (RMS), and mobile solution. Duties include but are not limited to: constructing mapping documents to support internal and external applications and software; developing and maintaining GIS data layers and metadata; assisting in the maintenance, backups, and performance tuning of a multi-user enterprise geodatabase; interpreting and performing complex spatial analysis on GIS data layers to produce maps, reports, and other products; providing training and technical support for end-users; assisting in the development of GIS applications for use by department staff and the public; developing scripts to assist in performing assigned duties, both GIS/geoprocessing and non-GIS. Work is performed under the general direction of a technical supervisor.

**SUPERVISES OTHERS: No**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists with map production using data sets maintained in an enterprise geodatabase
- Compiles and integrates cartographic data from a wide variety of sources for inclusion in map products assists in the development and deployment of web mapping applications
- Assists with creating, publishing, and maintaining map services
- Supports end-users with all GIS mapping software, including desktop and browser
- Responds to technical questions from GIS users needing assistance and resolves problems
- Provides technical assistance to others on assigned projects and serves as a resource person to consortium members on GIS related topics
- Creates thematic and spatial maps for ArcGIS Pro and ArcGIS Server
- Supports data editing, QA/QC, workflow management, and process documentation
- Maintains feature classes and metadata within an enterprise geodatabase
- Develops and maintains Extraction, Transformation, and Loading processes of GIS data between separate enterprise geodatabases

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- Interprets and performs complex spatial analysis on GIS data layers to produce maps and reports
- Performs performance analysis on enterprise geodatabase, map services, and map documents
- Provides training and support to GIS end users in all Departments, including the Public
- Assists in Geodatabase, ArcGIS Server, Operating System, and Hardware upgrades
- Implements, maintains, and tests geodatabase backup, including documentation for backup and recovery
- Performs other related job duties as assigned.

## QUALIFICATIONS

- Minimum of 4-6 years of professional experience in the analysis and management of an information systems network's administrative and operations requirements for GIS system.
- Graduation from an accredited college or university with a Bachelor's Degree or equivalent combination of education and experience.
- Background in law enforcement, fire, 911, EMS, and/or government is preferred.
- Strong organizational and time management skills and the ability to perform independently in setting objectives and determining how to proceed.
- Ability to communicate effectively in writing and speaking to others to convey information effectively and as appropriate for the needs of the audience.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge with SQL and familiarity with the fundamental principles of relational databases
- Knowledge of ArcGIS Pro, ArcSDE, Geoprocessing, GIS Map Services
- Knowledge of GIS data creation, conversion, Etl, and backup
- Knowledge of ArcGIS for Server map services creation and maintenance
- Knowledge of map production and cartography
- Knowledge of ArcSDE Administration and geodatabase design principals
- Knowledge of thematic map creation and accurate cartographic representation
- Knowledge of geoprocessing scripting, preferably python
- Ability to perform spatial analysis and create maps with ArcGIS software
- Ability to provide GIS technical support to consortium clients
- Ability to use the ArcGIS suite of products for specific project delivery
- Ability to evaluate software and tools that will facilitate efficient GIS workflows and boost productivity
- Ability to work independently and in a team environment
- Ability to accept increasing responsibility and to initiate and implement decisions

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- Ability to establish and maintain effective working relationships with the public and other employees

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist