



## JOB DESCRIPTION

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### General Description

The purpose of this class within the organization is to conduct and oversee the technical GIS functions of the assigned division.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Maintains existing GIS utility data in multiple software platforms.
- Provides operational support for utility staff via data, analysis, or visuals (maps, map books, and PDF).
- Edits and conducts quality control and quality assurance on existing and new data.
- Communicates regularly with utility and GIS staff as well as external consultants and professionals to acquire data, clarify questions, and increase efficiency.
- Develops and supports mobile GIS/GPS applications for field crews and management.
- Maintains metadata and documentation of data, tools, and workflows.
- Anticipate future data needs based on utility directives and operational necessities and acts to meet those needs.
- Provides direction and support for GIS technician as needed.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in GIS design, Business, Public Administration or closely related field; Requires six years' experience in GIS development and design or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs medium work that involves walking, standing, stooping or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

### Unavoidable Hazards (Work Environment):

None.

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# City of Americus, GA

Title: GIS/GPS Analyst  
Class Code: 3404



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### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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