

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** GIS Analyst 1

**Department:** Finance

**FLSA Status:** FLSA Non-Exempt

**Reports to:** Information Systems Manager

**Salary Grade:** 540

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

Performs a variety of basic to intermediate duties regarding the development of the City's computer mapping and geographic information systems (GIS). This includes acquiring, converting, creating, managing and documenting CAD and GIS data used by all City departments.

**Essential Functions**

- Supports and models the identified vision, values and behaviors of the organization.
- Maintains and updates information contained in the GIS layers and databases. Ensures that information is accurate and updates are timely. Refines data as needed.
- Assists in the administration, optimization, and management of the City's GIS databases.
- Preserves integrity of the data contained in the GIS by ensuring edit and backup procedures are functioning properly.
- Assists in expanding the functionality of the GIS to support activities such as permit tracking, document management, and other systems.
- Assists the Information Systems Manager in the preparation of work plans for the design and development of the GIS/CAD systems.
- Assists in GPS data collection and inventories of City owned assets and facilities.
- Coordinates quality assurance and quality control for GIS/CAD projects.
- Prepares basic to intermediate mapping services, products, and graphics.
- Performs other duties as assigned.

**Secondary Functions**

- Conducts research, analysis, surveys, and prepares staff reports on a variety of special projects.
- Attends various meetings to provide and receive information, to meet with consultants and city personnel and to coordinate work activities with others.
- Assist in reviewing responses to requests for proposals and provides input to recommendations.
- Provides basic technical training, guidance, and support for City GIS staff and non-GIS staff.
- Uses City technology systems to organize maps, plans, and related scanned documents.
- Assists with content management and other projects involving the City's website.
- Serves on and participates in various employee committees.

**Job Scope**

Position is subject to frequent new and varied work situations involving an intermediate level of complexity. The incumbent follows established practices and procedures and contributes to the development of new concepts as needed. Incumbent may operate independently with moderate supervision.

**Supervisory Responsibility**

None.

**Interpersonal Contacts**

Contacts are normally made with others inside the organization and occasionally with consultants.

**Specific Job Skills****Knowledge of:**

- Database concepts.
- Basic structure and operation of municipal government principles, practices, procedures and legal requirements.
- Methods/techniques for collection, compilation and analysis of data.
- Intermediate to strong GIS skills.
- Research methods and procedures.
- Report writing techniques.
- Good analytical and problem solving techniques.

**Ability to:**

- Operate a variety of computer equipment, using word processing and spreadsheet software to manipulate data and to prepare reports.
- Perform research, interpret data and accurately analyze problem situations and adopt an effective course of action.
- Apply the appropriate data and software combination in order to produce a usable product.
- Conceptualize the end result of projects and how the information will be used.
- Effectively use databases.
- Foster collaborative group processes and efficiently use resources.
- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative.
- Exercise discretion in confidential matters.
- Understand, interpret and efficiently carry out intermediate oral and written instructions.
- Manage multiple projects simultaneously.
- Meet deadlines.

**Mental Activities**

Position requires continuous creativity, use of discretion, problem analysis, and the ability to read, speak, write, and understand English; occasional decision making, independent judgment and/or action, performance of basic and advanced math, interpersonal skills, teamwork, and customer service; and rare negotiation, presentations/teaching, training/supervising and mentoring.

**Physical Activities**

Position requires continuous talking and hearing; frequent walking, sitting, and repetitive motions of hands and wrists; occasional standing, handling, and bending; and rare stooping, reaching, feeling, fingering, and kneeling. Incumbent must be able to push and pull 15 pounds, lift 30 pounds, and carry 20 pounds.

**Education and/or Experience**

Bachelor's degree in geography, engineering, computer science or related field plus two years experience with ESRI software OR any combination of education and experience that would fulfill the requirements of the position. Familiarity with relational databases is desirable.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.

**Job Conditions**

Work is performed primarily in an office setting. Noise level is moderate. May require travel to other City facilities, meetings, and trainings.

Adopted - 120616