



Employment Opportunity

Kittitas County, Washington

POSTED: 10/18/2019

CLOSES: 10/31/2019

GIS ANALYST

The current vacancy in Information Technology is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The GIS Analyst is responsible for the technical and analytical duties involved in the support of the County-wide Geographical Information System. Anyone who meets the qualifications stated below may apply. This position will close on 10/31/2019.

SALARY RANGE: \$4,472- \$6,018 per month.

ESSENTIAL FUNCTIONS

70% of the effort in this position will be expended in Individual effort.

- Assist departments with County projects involving GIS data, mapping, and analysis to support the business and operational needs of Kittitas County
- Manage data layers acquired from the public sector
- Assist GIS Coordinator in the day-to-day administration, implementation, integration, analysis, and maintenance of spatial data
- Provide support for the County's Internet mapping service (COMPAS)
- Provide technical support and user training for software and spatial database design
- Convert data for user requirements
- Serve as the primary backup for Emergency Operation Center (EOC) GIS mapping duties during emergency events
- Act as a secondary contact for County GIS functions
- Attend the County's GIS Users Group which coordinates GIS efforts among all County departments to provide GIS standards and guidance for the county
- Assists in the development of GIS and mapping automation plans
- Work collaboratively with the GIS Coordinator to develop long-range planning
- Resolve procedural and operational problems by interpreting or clarifying procedures or processes
- Attend meetings, conferences, workshops, and training sessions to remain current on the principles, practices and new developments in the GIS field
- Document all aspects of the position's essential functions

15% of the effort in this position will be expended in Division effort.

The essential functions of the Development Division, of which this position is a part, are to provide and maintain developed applications and websites necessary for client productivity and access, including:

- Design web pages and applications with high usability
- Work with team to design web pages and applications to meet requirements, taking account of needs to integrate with other parts of the application range and all necessary technical details
- Monitor new technologies for applicability of county use
- Maintain current knowledge and improve as necessary
- Review coding and design technologies for applicability and potential use

Kittitas County is an Equal Opportunity Employer

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- Cross-train and support other Development Division staff
- Other duties as assigned by the Information Technology Director

15% of the effort in this position will be expended in Department effort.

Members of the Information Technology Department function as a team, each with unique skill sets, but work together and depend upon each other for the accomplishment of the mission: To support the work flow and business needs of Kittitas County by providing appropriate technology tools, solutions, and assistance:

- through an excellent customer service experience for all clients; County employees and citizens;
- by adopting their requests as our own;
- to complete resolution;
- through active teamwork;
- in a fiscally responsible manner;
- securely;
- with creativity, respect, expertise, and professionalism;
- communicating effectively at the appropriate comfort level with our customers;
- while designing, maintaining, and supporting all county information technology infrastructure.

It is the responsibility of each division and team member to manage available resources to accomplish their Essential Functions, while simultaneously supporting the other divisions so that the department goals are realized.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent; advanced training may be considered
- Bachelor's Degree from a four (4) year college or university with a major in Computer Science, GIS, Geography, Management, or other closely related field
- Three (3) years minimum experience in GIS technologies including Esri's ArcGIS Desktop, ArcGIS Pro, and Web GIS.
- One (1) year minimum experience in GIS database design, development, implementation, administration and maintenance
- Equivalent education/experience may substitute for some minimum qualifications
- Valid Washington State Driver's License
- A criminal history and background check will be performed to include fingerprinting on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter with strong self-management skills
- Ability to handle high-stress situations while maintaining a high level of customer service
- Ability to organize and manage multiple priorities
- Excellent problem solving and research skills
- Excellent oral and written, technical and non-technical communication and presentation skills required
- Ability to maintain confidentiality and to work independently
- Ability to work well with others
- Ability to make changes when brought to your attention

- Reliable attendance

PREFERRED QUALIFICATIONS

- Visual C# programming language
- Ability to script automation processes using Python or Model Builder in a windows environment
- Web programming experience with the Esri Web JavaScript API
- Experience with ArcSDE administration in a SQL Server environment
- Knowledge of principles, theories, and methods of management as applied to Geographic Information Systems
- Knowledge of the inter-relationships of project planning, applications development, database administration, system requirements and creation of product and services
- GIS Certification

WORKING CONDITIONS

Work is generally performed in an office environment with potential exposure to dusty conditions. Travel to all County office locations is required to service computer systems, with occasional travel necessary to attend mandatory training opportunities. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); vision to read printed materials, a computer screen, and allow installation of equipment in all lighting conditions; and hearing and speech to communicate clearly in person or over the telephone. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs, and drive County vehicles required. Safety rules and regulations must be adhered to at all times.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt positions are expected to work the number of hours required to complete the duties of the position, and may have to respond to emergency situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Based upon the job description, describe the skills and experience you have that makes you a good fit for this position.
2. What does customer service and teamwork mean to you?
3. What experiences, education, and training do you have that support and strengthen your application for this position?