

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2018-23**

JOB RECLASSIFICATION: GIS ANALYST

**An Ordinance Reclassifying the Job Description and Compensation for
the Planner Position to Geographical Information System (GIS) Analyst Position**

WHEREAS, Ordinance 2004-52, adopted January 3, 2005, established the City of Daphne Job Classification Schedule; and

WHEREAS, the City of Daphne has recognized the need for modifications to the compensation package for the position of GIS Analyst; and

WHEREAS, Ordinance 2017-77 approved and adopted the Fiscal Year 2018 Budget on October 2, 2017 which funded the position of the Planner; and

WHEREAS, a reclassification of the Planner position to a GIS Analyst position;
and

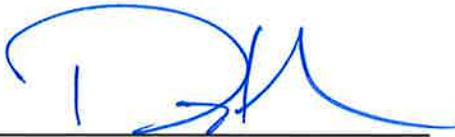
WHEREAS, a Planner position is a Grade 18 exempt and a GIS Analyst position has been recommended as a Grade 19 exempt.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Daphne, Alabama, that:

1. The Planner position is hereby reclassified to a GIS Analyst; and
2. The City Council hereby authorizes the Mayor to fill the GIS Analyst position at the salary level of a Grade 19 exempt; and
3. The attached Job Description for the position of GIS Analyst is hereby adopted and incorporated into the City of Daphne Job Classification Schedule.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA this 18th day of June, 2018.

Attest:



Dane Haygood, Mayor



Candace G. Antinarella, City Clerk

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: GIS ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with preparation, update and maintenance of computerized property maps and records in the city's geographical information system (GIS). This position is responsible to produce standardized and custom maps and perform analyses for various city departments using GIS data.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops and maintains geographical information system (GIS) database containing the city's natural and political boundaries and the objects within; codes, digitizes and enters map feature information; matches addresses of location-based data to geographic database.

Communicates with supervisor, co-workers, users, other departments and other individuals as needed to identify GIS needs, review options and costs, discuss work in progress, exchange information, resolve problems, and provide operational support.

Researches and/or interprets geographic data; researches data conversions, property records, recorded plats, tax records, ortho-photos, topographical data, engineering plats, diagrams and maps; conducts other research as needed.

Prepares cartographic products for presentation; prepares and displays PowerPoint presentations of maps, plats, photos and other related exhibits for use at Planning Commission meetings, City Council meetings, etc.

Proficient in ESRI software suite; Adobe Suite, Excel, Access, Oracle, SQL Server or similar preferred.

Gathers geographic data and other map information through GPS data, forms, reports, correspondence, legal documents, diagrams, tabular data, photos, maps, photo images, drawings, plats, manuals, etc.

Produces spatial analysis and accurate GIS mapping products using computer aided design (CAD, drafting), GIS, and cartographic skills; prepares a variety of maps to identify features such as city zoning, land use, wetlands, streets, boundaries, aerial photos, topography, subdivisions, annexations, hydrant location, sex offender registration, crime scene area, voting districts, public works, park locations, overlays, disaster response and shelter locations and other specialized analyses as needed; updates maps to reflect changes.

Creates and maintains attribute files of map features including parcel identifications, street and subdivisions, business locations, schools and daycare centers, boundaries, public safety jurisdictions, etc.; completes Metadata files as needed for new ESRI shapefiles.

Assists with the Census related matters as directed; completes annual report using same annexation data for Baldwin EMC for tax revenue reimbursement.

Provides updated information regarding GIS related changes to various local entities including Baldwin County Planning Department, Board of Education, Riviera and Daphne Utilities, and others as needed or requested.

Enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data; makes corrections as appropriate; utilizes computer-aided design (CAD), mapping, imaging, data transfer, database, or other software programs as directed.

Operates a variety of equipment and tools associated with mapping and department operations, which may include a computer, digitizer, CD recorder, plotter, scanner, transit, level, and scale.

Performs general maintenance of computer systems, such as installing software programs, configuring software, installing/replacing hardware, backing up data, and replacing paper, toner and ribbons; coordinates service/repair activities as needed.

Provides input and recommendations concerning future purchases of computer hardware, software programs, and mapping equipment.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate; prepares or completes various forms, reports, correspondence, maps, or other documents summarizing various GIS edits/analyses/findings; prepares departmental files; maintains file system of departmental records.

Receives various forms, reports, correspondence, legal documents, diagrams, maps, photographs, drawings, plats, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains inventory of departmental tools, supplies and equipment; initiates requests for new or replacement materials.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with manager, employees, other departments, officials, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists in troubleshooting computer hardware/software problems within the department.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with emphasis in Geographic Information Systems, Geography, Planning, Civil Engineering, Computer Sciences, or related field; three (3) to five (5) years previous experience and training that includes civil engineering, cartography, mapping, or CAD computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.