

VALLEY CENTER MUNICIPAL WATER DISTRICT
GIS ANALYST

DEFINITION

Under general direction of the District Engineer, incumbents provide professional level project management for a variety of capital improvement and developer funded projects for the District.

CLASS CHARACTERISTICS

Incumbents are responsible for providing professional level project management for a variety of capital improvement and developer funded projects to include: oversight of consultants involved in design, engineering service and construction projects; project planning, research and analysis activities related to water, sewer, and water reclamation projects; oversight of subordinates, consultants, and contractors performing these functions.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this position.

Serves as a lead which includes prioritizing and assigning work and training employees on work methods.

Performs a variety of GIS analyses in support of planning, capital improvement projects, growth projections, environmental studies, and demographic analyses; compiles critical data in a variety of formats to generate and document solution alternatives for comparison which involves establishing relationships with other local agencies; makes modifications to data.

Designs and maintains GIS applications, hardware, software and databases; manages specialized in-house drafting projects for water/wastewater systems and related land; organizes and provides analytical mapping needs for District projects; provides technical guidance and assists in the coding and design of GIS applications.

Generates reports, maps, diagrams, exhibits, and displays for the Planning Department to present to the Board, general public, external agencies and developers.

Researches and recommends software, hardware, applications, and process improvements relating to the GIS and CAD systems; assists upper management and staff in defining GIS and CAD needs, documenting user requirements and overseeing the integration of GIS into departmental workflow; assesses and defines GIS needs of District departmental users.

Provides GIS and CAD technical support, training, consulting, expertise and leadership to help build staff capacity to access and utilize internal GIS and associated database tools to achieve program goals and objectives.

Manages GIS data acquisition, including coordinate geometry and aerial imagery.

Plans, organizes, and manages the activities of the GIS and CAD programs and provides professional planning, administrative, supervisory, and technical advice on GIS matters to staff and consultants.

Assists in the preparation and administration of assigned budget.

Manages the implementation and maintenance of District-wide GIS and geographical relation portions of the EDMS (Electronic Document Management System); generates training manuals; coordinates and facilitates individual and group training sessions.

Monitors the work of applicable technical staff.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices; GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis; database administration principles, methods and techniques; program and project management; engineering mathematics, including trigonometry; data collection and analysis methods; troubleshooting hardware and software problems; standard office practices and procedures; operation of standard office and engineering equipment including computers, calculators, reproduction equipment, drafting tools, and related equipment; software programs including word processing, spreadsheets, CAD and GIS.

Ability to: Monitor and evaluate the work of subordinate staff; perform technical engineering/GIS support work in a variety of areas; use drafting tools and equipment in preparing charts, graphs, skilled layouts, design maps and related materials; analyze engineering technical and statistical information, evaluate alternatives and make sound recommendations; prepare accurate records and notes, clear and concise reports, correspondence and other written materials; troubleshoot program problems; work independently as well as part of a team; read and interpret plans and specifications, maps, legal descriptions and related complex regulatory and technical information; understand and follow written and verbal instructions, communicate clearly and concisely, and be understood while using the District's radio communication system; establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's Degree in GIS, Civil Engineering, or a related field.

Experience: A minimum of three years of experience as a GIS Technician, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, incumbents are regularly required to use hands to finger, grasp, feel, and use repetitive motions in order to operate office equipment. Incumbents are frequently required to sit, talk and hear. Incumbents are occasionally required to stand, walk, stoop, kneel, crouch or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: While performing the duties of this job, Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager



Date