

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**SENIOR GIS ANALYST**

**DEFINITION**

Under limited supervision of the District Engineer, incumbents are responsible for independently performing a variety of complex activities related to designing, developing, implementing, and maintaining the District's Geographic Information Systems (GIS).

**CLASS CHARACTERISTICS**

Incumbents are fully competent and are expected to perform, and/or supervise staff to assist in performing, the full range of paraprofessional duties related to GIS activities. Incumbents are responsible for developing, implementing and maintaining the District's GIS and facility databases, managing GIS projects, and converting and integrating the District's document management system into the GIS system. This position requires the use of independent judgment and initiative and is required to supervise lower level staff, as assigned.

**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.*

Provides supervision, direction, instruction and training to assigned staff including, but not limited to, prioritizing and assigning work, coaching, and monitoring the quantity and quality of work.

Analyzes, develops, implements, and maintains processes for enhancing the utilization of GIS technologies to support various functional needs and to support GIS program initiatives and activities of the District; researches and plans future implementation of GIS applications to support organizational needs.

Provides support to engineering and other District staff in preparation of GIS map exhibits and data analysis needed for presentation purposes and project decisions.

Plans and sequences processing steps for creating database applications and displays used in making and supporting operational and planning decisions.

Prepares technical documentation, reports, summaries, and memoranda using GIS applications; maintains records, builds data files, and produces map and analysis products.

Conducts data analysis and preparation of documents, data reports, and maps.

Reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.

Works with other water agencies and local government GIS coordinators, managers, and administrators on GIS standardization and other GIS issues.

Researches and recommends software, hardware, applications, and process improvements relating to the GIS system.

Oversees District's GIS standards, ensuring they are current and facilitating updates when needed.

Coordinates with CAD system lead for consistency in standards and operations.

Assesses and defines GIS needs of District departmental users. Assists upper management and staff in defining GIS, documenting user requirements and overseeing the integration of GIS into departmental workflow.

Provides GIS 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.

Generates training manuals; coordinates and facilitates individual and group training sessions.

Manages GIS data acquisition, including the coordination of District facility map objects and databases, regional data and aerial imagery.

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

Manages the implementation and maintenance of District-wide GIS and geographical relation portions of the EDMS (Electronic Document Management System) and Computerized Maintenance Management System (CMMS);

Assists in the preparation and administration of assigned portions of division budget.

Performs other duties as assigned.

#### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Supervisory principles and practices; principles, practices, methods and materials of civil engineering/GIS support work, including utility mapping systems, database development, drafting design and specifications, estimation and construction as related to District systems; 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 programing problems; work independently as well as part of a team; meet deadlines; read and interpret plans and specifications, maps, legal descriptions and related complex regulatory and technical information; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; and, 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 from an accredited college or university required; a Bachelor's degree from an accredited college or university in GIS, Planning, Engineering, Computer Science, or a related field highly preferred.

**Experience:** Three years of professional level experience as a GIS Analyst, 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:** 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