CLASS TITLE: GIS Analyst

CHARACTERISTICS OF THE CLASS: Under supervision, the class uses Geographic Information Systems (GIS) software to create and maintain data using a database and to produce maps and other graphic materials; and performs related duties as required.

ESSENTIAL DUTIES: Accesses the city’s GIS data repository to obtain base map data and data layers; updates and assists in the creation of new data layers for inclusion in the department’s database; creates maps with appropriate data layers illustrating requested data in geographic format to meet users’ needs; reviews data sets provided by department staff for use in creating GIS maps; uses spreadsheets and GIS software to convert data sets to a GIS format; geocodes data files and manipulates data layers; assists in monitoring data files on the server and managing file storage disk space; assists departmental GIS users in accessing GIS data and using the software to produce maps.

RELATED DUTIES: Assists in the design and maintenance of GIS databases and the city’s centralized GIS repository.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Computer Sciences, Geography, Urban Planning, Liberal Arts or a related field supplemented by one year of experience using GIS software, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the methods and techniques of geographic data base analysis. Good knowledge of various GIS software packages such as Arc Info and Arc View. Good knowledge of geographic data processing and cartographic methods and procedures.

Ability to design and create maps and other graphic materials. Ability to instruct users in the operation of GIS software applications. Ability to monitor and maintain data files.
Skill in geocoding data files and creating data layers. Skill in the creation and design of maps and graphic materials. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Personal computers and peripheral equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel