City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Geographic Information System (GIS) Analyst I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>GSA1, GSA2, GSA3</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>18, 20, 21</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>11/15/2021</td>
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**General Summary**: This position is responsible for the technical design, management, and implementation of assigned GIS projects, daily operation and administration of the GIS, and computer programming to support GIS functions.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**GIS Analyst I**
- Interprets user requirements to implement GIS projects.
- Designs and implements metadata for GIS data.
- Provides technical support and training for GIS software and related hardware for GIS users.
- Automates GIS tasks using programming languages and software.
- Performs complex analyses and interprets results using the GIS to answer questions and solve problems.
- Administers GIS databases.
- Provides system administration for the GIS.
- Administers Internet mapping applications and associated websites, including cloud-based mapping and data collection systems.

**GIS Analyst II**
- Performs the duties of the GIS Analyst I position.
- Designs, coordinates, and implements GIS projects.
- Provides basic Windows desktop and server administration for GIS software and peripherals.
- Designs and implements enterprise GIS databases.
- Designs, implements, and administers Internet mapping applications and associated web sites, including cloud-based mapping and data collection systems.
- Documents work processes and procedures.

**GIS Analyst III**
- Performs the duties of the GIS Analyst I and II positions.
- Writes training manuals.
- Automates database processes.
- Designs and implements Internet mapping applications and associated web sites using web languages to modify existing functionality.
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

GIS Analyst I: Master’s degree in geography, GIS, or a related field and two years of progressively responsible experience, or a Bachelor’s degree in geography, GIS, or a related field and three years of progressively responsible experience, in the operation of geographic information systems using ArcGIS software is required.

GIS Analyst II: Master’s degree in geography, GIS, or a related field and four years of progressively responsible experience including two years at the analyst level, or a Bachelor’s degree in geography, GIS, or a related field and five years of progressively responsible experience including two years at the analyst level, in the operation of geographic information systems using ArcGIS software is required.

GIS Analyst III: Master’s degree in geography, GIS, or a related field and six years of progressively responsible experience including four years at the analyst level, or a Bachelor’s degree in geography, GIS, or a related field and seven years of progressively responsible experience including four years at the analyst level, in the operation of geographic information systems using ArcGIS software is required.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal City office environment. The noise level in the work environment is usually moderate.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.