

Title: GIS Analyst

Job Responsibilities: The GIS Analyst is responsible for assisting the GIS Manager in the planning and execution of GIS projects. They will assist with the training of employees, analysis of data, development of special projects and interfacing with the IT department.

#### Job Activities/Functions

- Using the ArcFM tools to do perform mapping and analysis functions.
- Using Integrity Management tool to support the capture and analysis of Distribution Integrity Management Program data.
- Overseeing special mapping projects and requests for data.
- Evaluating completeness of available GIS data to meet end user requests.
- Assisting GIS Manager in planning and execution of GIS projects.
- Assisting GIS Manager in annual planning and budgeting.
- Assisting users in identifying the causes of problems.
- Providing user support by answering technical data coding and preparation questions.
- Coordinating with IT staff to review system upgrades and modifications.
- Assisting in the evaluation of new products.
- Developing technical material for standards, procedures, and user manuals.
- Assisting in the development of training materials.
- Performing end user training on GIS related procedures.
- Assisting the conversion and QA vendors to ensure a quality GIS product is being produced.

#### Qualifications

- Minimum 3 years GIS experience
- 3 years hands-on experience, working with ESRI toolset including ArcMap, ArcCatalog and ArcGISServer. Overall knowledge and understanding of ArcFM suite
- Advanced knowledge and experience with GIS industry principles, theories and best practices
- Knowledge of utility company functions like Geometric Networks and Linear Referencing
- Experience in large GIS projects
- Ability to create reports or exports using SQL or other GIS tools
- Ability to utilize multiple large GIS datasets with differing formats and coordinates
- Experience with GIS mapping applications used for utility asset management
- Substantial understanding and experience using and manipulating Oracle databases
- Exceptional attention to detail and well developed organizational skills

#### Desired

- Bachelor's Degree (in geography, cartography, planning, computer science or related field with an emphasis in GIS/GPS)
- Proficiency with Project Management tools
- Well-developed leadership and project management skills; must be a team player with the ability to navigate large, complex organizations