



## Job Description

**Job Title:** GIS/CAD Analyst  
**Department:** Administration  
**Reports To:** GIS/CAD Manager

**SUMMARY:** Performs GIS database maintenance and analysis using a variety of industry standard GIS software. Performs advanced technical work preparing drawings using data from various sources. Work includes a variety of administrative functions associated with a wide range of municipal projects. Work is performed under general direction of the City Planner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Performs GIS database maintenance and analysis using ArcGIS software.
- Performs GPS field data collection of City infrastructure using survey grade GPS hardware & software.
- Draws and revises maps.
- Maintains files of existing plans and maps.
- Answers telephone and inquires.
- Operates large format copy machine, plotter and other office machines.
- Reads, writes, and draws legal descriptions for easements, and similar real property conveyances.
- Assists the public by providing information as requested.
- Accesses, inputs, and retrieves information from a computer.
- Compiles and prepares various reports.
- Assists in activities of FEMA's Community Rating System.
- Performs other job duties as assigned.

\*\*The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

**SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** High School graduation or possession of an acceptable equivalency diploma (GED). High School, technical school or college coursework in Geographic Information Systems (GIS); and two (2) years related experience in GIS; or an equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS:** To perform this work successfully and 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.

- Ability to operate ArcGIS software.
- Knowledge of engineering and surveying computations and terminology.
- Knowledge of construction materials.
- Knowledge of spreadsheet and database applications.
- Ability to understand directions and proceed with a minimum of supervision.
- Ability to organize work and meet deadlines.
- Ability to communicate effectively.
- Ability to learn and perform GPS field data collection using Topcon hardware and software.

**PHYSICAL REQUIREMENTS:** Nature of job requires that you must squat, bend, and lift (up to 20 lbs), and work in confined space with repetition of movements.

**DATA CONCEPTION:** To perform functions requiring knowledge of computers, cell phones, etc.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** To be able to write and speak with proper grammar and clarity in content. Ability to speak effectively and clearly to converse with other employees.

**REASONING ABILITY:** Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

**OTHER SKILLS AND ABILITIES:** Learns to use the equipment with skill and proficiency that pertain to your department's usage.

**WORK ENVIRONMENT:** Work is performed in an office setting and a field setting.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid State of Florida Driver’s License. As a possible condition of employment, based on City vehicle insurance requirement, maintain no driving violations on or off the job.

**SAFETY:** Always uses proper safety gear, procedures and equipment.

**CAREER DEVELOPMENT:** Involvement in relevant professional or technical associations.

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Employee Acknowledgement

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Date

**JOB DESCRIPTION**

Job Title: GIS/CAD Analyst

Supervisor: GIS/CAD Manager

**Essential Job Functions: Preparing drawings from survey or design notes into usable drawings using computer aided systems. GIS database maintenance and analysis.**

<b>Positional Tolerances:</b>					
	<b>Never</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>	<b>Comments</b>
<b>Sitting</b>			<b>X</b>		
<b>Standing</b>		<b>X</b>			
<b>Walking</b>		<b>X</b>			
<b>Stair Climbing</b>		<b>X</b>			
<b>Ladder Climbing</b>		<b>X</b>			
<b>Repetitive Bending</b>		<b>X</b>			
<b>Sustained Bending</b>		<b>X</b>			
<b>Overhead Reach</b>		<b>X</b>			
<b>Sustained Reach</b>		<b>X</b>			
<b>Repetitive Reach</b>		<b>X</b>			
<b>Squat</b>		<b>X</b>			
<b>Crouch</b>		<b>X</b>			
<b>Crawl</b>		<b>X</b>			
<b>Kneel</b>		<b>X</b>			
<b>Twist</b>		<b>X</b>			
<b>Push/Pull</b>		<b>X</b>			
<b>Balancing</b>		<b>X</b>			

**Circle applicable PDC level of work:      SED LIGHT MEDIUM HEAVY VHEAVY**

Other Required Tolerances not listed above: \_\_\_\_\_

<b>MATERIALS HANDLING</b>				
	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>List Items</b>
<b>Lift</b>	<b>20 lbs</b>	<b>10 lbs</b>	<b>lbs</b>	
<b>Carry</b>	<b>20 lbs</b>	<b>10 lbs</b>	<b>lbs</b>	
<b>Push</b>	<b>20 lbs</b>	<b>10 lbs</b>	<b>lbs</b>	
<b>Pull</b>	<b>20 lbs</b>	<b>10 lbs</b>	<b>lbs</b>	

**Comments: Work is performed inside and outside with exposure to typical office and outdoor environment including roadways and right-of-ways and potentially project construction sites.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date