

# Middle Rio Grande Conservancy District

## Position Classification and Description

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**TITLE:** GIS Analyst  
**FLSA:** Exempt  
**GRADE:** 80  
**SUPERVISOR:** Systems and Data Integration Program Manager  
**DEPARTMENT:** GIS  
**ESTABLISHED:** June 2018

### **Position Summary:**

Under general supervision of the Systems and Data Integration Program Manager provides analytical and design expertise, technical support, and application development in the operation of the District parcel level and facility-wide geographic information system (GIS); also provides internal/in-house support as SQL Programmer. Presents project highlights and elements to key stakeholders and makes recommendations to ensure success of GIS projects.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Leads GIS projects that involve highly complex spatial analysis using a variety of GIS software tools;
- Utilizes multiple databases and GIS software to perform spatial analysis for special projects;
- Develops and maintains ArcGIS geoprocessing models and/or write scripts to automate certain GIS processes that need to be completed on a regular schedule;
- Participates in the design, maintenance, and organization of enterprise and file geographic information system databases and Microsoft Access or other relational databases according to industry best practices;
- Diagnoses hardware and software problems and provide recommendations of possible solutions;
- Prepares and maintains, with coordination of higher-level management staff, documentation that describes the procedures of regular tasks performed by GIS staff within the division and other divisions in the department, as needed;
- Test newer versions of GIS software to evaluate compatibility with existing systems; recommends the appropriate action regarding software upgrades within the division and assists with installation of new GIS related software;
- Researches and recommends GIS configurations; and assists with the deployment of new GIS software/hardware;
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of Geographic Information Systems;
- Provides internal/in-house support as SQL programmer;
- Performs other duties as required.

### **Minimum Qualifications:**

Bachelor's degree from an accredited college or university with major course work in geography or geographic information systems (GIS) or related field plus four (4) years of Geographic Information Systems (GIS) experience involving map revisions, plotting lands and subdivisions; or equivalent combination of education and experience. Must possess and maintain a valid New Mexico Driver's License with no major

traffic violations; and successfully complete a drug and alcohol screening and criminal background check. Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

### **Knowledge, Abilities, Skills, and Certifications:**

Knowledge of:

- Geographic Information Systems software (ESRI ArcGIS applications including, but not limited to: ArcGIS, ArcGIS Pro, and ArcGIS Online)
- Principles and uses of SQL queries, python functions, ArcGIS Model builder and Visual Basic
- Geographic Information System database design and management; MS Access (or similar product) database design and maintenance
- Cadastral/Tax
- Principles of quality customer service
- Principles of project management
- Relational Database Management for SQL Server
- Cartographic/mapping systems and related software use and application
- Mapping, data editing, and graphics techniques
- Mapping symbols, standards, and terminology
- Basic surveying techniques and principles
- Engineering design drawings and specifications
- Geographical location of ditches, canals, waste ways, and laterals

Skills and Ability to:

- Communicate clearly and concisely, both verbally and in writing
- Read and interpret aerial photographs, maps, deeds, and legal descriptions
- Manage multiple tasks, work independently and meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of work including officials and the general public
- Demonstrate excellence in everything, and continually seek improvement in results
- Define problems, collect data, establish facts, and draw valid conclusions
- Analyze problems, project consequences, identify solutions, and implement recommendations
- Independently performing the more difficult GIS tasks
- Develop, interpret and explain departmental mapping policies and procedures
- Operate digitizers, plotters and drafting instruments
- Interpret and explain District policies and procedures
- Utilize word-processing programs, spreadsheets, database software applications

### **Physical Demands:**

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to sit; climb or balance; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Tight time constraints and multiple demands are common.