



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER
KENNETH M. WILKINSON, C.F.A.



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GIS ANALYST

Under the direction of the GIS Supervisor, this position plans, coordinates, and participates in complex activities of an enterprise Geographic Information System (GIS) functions, provides technical expertise, designs and implements GIS procedures, as well as, participates in the development of custom applications.

Exemplary Duties and Responsibilities

- Provides technical services and support to computerized GIS users and tends to the day-to-day GIS activities.
- Reviews assigned project requirements and, in conjunction with other staff, prioritizes project needs; constructs project goals, devises timelines and makes decisions concerning distribution of project resources.
- Researches and resolves GIS related problems and areas of concern associated with digital mapping and database files, utilizing aerial photo interpretation, cadastral and street map analysis, and field research among other research techniques.
- Assists the public and other Property Appraiser and County staff in defining their mapping and geographic data needs and interprets maps and map features for their use.
- Performs the technical activities required to customize, test and implement GIS improvement projects.
- Communicates, researches, prepares documentation and analysis for customer requests and makes recommendations to better accommodate those requirements.
- Conducts user training on software and hardware for GIS applications.
- Provides project management for enhancements and upgrades.
- Performs advanced geospatial analysis and provides mentorship and guidance to GIS Technicians and GIS Specialists as appropriate.
- Acquires and manipulates data including merging similar data from separate sources, which may have different data models. Requires modifying, splitting or combining old data to meet the requirements of the new data model. These duties also include review and analysis of different data models and developing plans to combine the data that affects the enterprise GIS.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Advanced knowledge of ESRI based GIS software such as ArcGIS, ArcIMS and ArcSDE Server products.
- Advanced knowledge of the concepts of digitizing, topology, map projections, GIS implementation, database development, data transfer, data conversions and cartographic Design.
- Knowledge of topologically integrated theory and models.
- Proficiency with SQL.
- Working knowledge of scripting languages (e.g. Geoprocessing, Model Builder, Python, AML etc.).
- Understanding of the concepts behind data management in a relational database.
- Understanding of math and statistical analysis.
- Effective analytical and troubleshooting skills.
- Excellent verbal / written communication skills.
- Good documentation, training and process skills.
- Skills in establishing and maintaining effective working relationships internally and externally.
- Ability to effectively work with non-technical end users.
- Ability to work with minimal supervision.
- Ability to perform back-up duties during departmental absences.

Requested Education/Experience

- Bachelor's degree from an accredited college or university in Geography, Cartography, Planning, Engineering, or Computer Science. Related experience may substitute for educational requirements on a year-for-year basis.
- Two plus years experience in development or management of GIS using a variety of related application development, systems, and languages.
- C.F.E. designation encouraged.

Physical Demands

Light physical effort. Frequent lifting of up to 10 pounds and occasional lifting of 25 pounds. Some bending, stooping, walking and/or lifting required. Visual attention and focus on video screens more than 90% of the workday. Auditory demands in human interaction needed. Exposure to chemical agents.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Property Appraiser.

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