

# GOLDER RANCH FIRE DISTRICT

## EMPLOYEE JOB DESCRIPTION

**Position:** GIS Analyst  
**Reports To:** IT Services Manager  
**Supervises:** None

**FLSA:** Non-exempt  
**Status:** Full-time  
**Safety Sensitive:** Yes

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**Primary Function:**

The Geographic Information Systems (GIS) Analyst performs complex duties in support of the District's enterprise GIS databases and geographic information systems; imports, extracts, integrates and analyzes data for a variety of decision support purposes; develops spatial analyses and data models as needed; designs, develops and maintains data layers and data sets; designs, develops and maintains, enterprise GIS servers, software and develop solutions utilizing GIS best practice. The GIS Analyst is instrumental in organizational priorities such as Accreditation and Insurance Services Organizational initiatives.

**Principle Duties and Responsibilities:**

- Installs and configures ESRI ArcGIS server-based software applications, networks, and web configurations
- Designs and tunes GIS SQL spatial databases to maintain and continually improve performance levels
- Creates, develops, and maintains GIS datasets, including defining geospatial relationships to various enterprise business systems and database tables in support of department mission
- Works with GIS and other non-spatial databases to develop appropriate work products using GIS tools and processes
- Researches, tests and recommends modifications/customization and updates of Geographic Information Systems/Land Information System (GIS/LIS) software
- Monitors and ensures GIS systems meet business and performance needs
- Works with District staff from various departments/divisions to determine their respective GIS needs, and develops small scale departmental applications utilizing ArcGIS Online and ArcGIS Enterprise, using ESRI tools such as Survey 123, Dashboards, Field Maps, Workforce, etc.
- Develops software systems including creation of user interface design, enterprise database design and performs complex programming, using JavaScript and Microsoft Visual Studio or other appropriate programming languages/tools for enterprise-wide applications
- Supports GIS systems and users throughout the District by troubleshooting system problems, installation, configuration, documentation, and training
- Coordinates various special projects and/or graphics for presentations in support of the GIS system including addition of new data layers
- Trains staff on GIS related applications and tools including Desktop GIS, Web GIS, and GPS collection/tracking
- Manages small IT projects related to technical and non-technical initiatives and the on-going support of GIS
- Creates content in various forms, including dashboards, web maps, hard copy, PDFs, etc. to present complex GIS data in a simple easy to understand format
- Operates GIS computer equipment, such as workstations, printers, plotters, and GPS units as required
- Establish and maintain positive relationships with various other governmental agencies that are considered to be essential partners (fire districts, 911 Dispatch Center, water departments, various town, city, county, state departments) that will allow for easy sharing of geospatial data and related information
- Complies with rules, policies, and procedures as set forth by the District
- Perform other duties and projects as assigned

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

- Current versions of ESRI ArcGIS Desktop, ArcGIS Online and ArcGIS Server technology including ArcSDE geodatabases and ArcGIS Enterprise
- Microsoft Windows operating systems (desktop and server), and supporting office programs
- Object oriented programming techniques such as .Net and web development with HTML/JavaScript including GUI and web user interface design database structures and integration with business operations
- Scripting techniques using Python and ESRI ArcGIS Arcade
- Manage all aspects of projects to ensure timely completion
- Develop SQL statements to create views, analyze datasets, and create reports
- Analyze business processes and develop improved workflows and solutions utilizing ArcGIS Desktop, ArcGIS Online and ArcGIS Enterprise applications
- Identify, research, and resolve complex technical issues related to GIS systems
- Communicate technical information to a non-technical audience
- Listen and communicate effectively with a diverse group of people. Communicate with users orally, in person and on the telephone to solve concerns and recommend alternatives
- Make oral and written presentations of system analysis, design and operational data in a clear, concise and non-technical manner
- Comprehend and make inferences from written material and oral direction
- Prepare technical documentation
- Make independent actions or decisions on technical issues
- Thrive in a fast-paced, rapidly changing environment.
- Ability to operate standard office equipment
- Computer skills in the various Microsoft Office Suite applications, and the ability to learn and use specialized department specific software applications
- Understand and apply policies and procedures in order to perform the duties and responsibilities of the position
- Establish and maintain effective working relationships with other departmental personnel, outside vendors, and the general public

### **Minimum Qualifications:**

- Bachelor's Degree in Geography, Geographic Information Systems (GIS), Information Technology, Computer Science, or a related field from an accredited college or university recognized by the U.S. Department of Education
- A minimum of two years of experience with ESRI GIS desktop and/or ESRI GIS web technologies
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis
- Must possess and maintain a valid Arizona driver's license with acceptable driving record

**Safety Sensitive:** This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

# GOLDER RANCH FIRE DISTRICT

## Physical Requirements/Working Conditions

### Job Title: GIS Analyst

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally		X		
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye			X	
Kneel	Bend legs at knee, come to rest on knees	X			
Crouch/Squat	Bend body down and forward, bending legs and spine	X			
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another	X			
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols				X
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside	X			
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

### Physical Requirements Checklist

- SEDENTARY**
  - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
  - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
  - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
  - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
  - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*

Approved by: \_\_\_\_\_  
Hiring Authority Signature and Date

Employee: \_\_\_\_\_  
Employee Signature and Date