



# CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

## GIS Analyst

**Grade 56 (Salary Range \$42,050 – \$72,004)**

### Open and Competitive

Opening Date 01/19/2018

Closing Date Open Until Filled

This is a responsible position in the City's Information Technology Department. Under direction of the Information Technology Manager performs administrative and troubleshooting functions, assist in evaluating, planning, updating and maintaining the City of North Lauderdale's Information Technology Services and Geographic Information Systems (GIS). Assisting City departments with map preparation as directed by the Information Technology Manager is part of normal duties. The position is expected to have an acute knowledge of GIS software, processes, techniques, data maintenance, industry standards and best practices, metadata issues, and understanding of various information technologies related to GIS.

### ESSENTIAL JOB FUNCTIONS

- Development of geography and attribute files, database coordination, and application development in support of City projects and needs.
- Prepares maps and materials, maintains an interactive GIS website, advises on matters relating to GIS, attends meetings as necessary, and collects and analyzes data to be used in the production of mapping products.
- Maintains and revises layers in the GIS system to respond to information requests received from departments and citizens.
- May develop, plan, and implement complex GIS application software for system users and operators.
- May Design and develop complex GIS database models and templates.
- Edits applications used for accessing, maintaining, linking, and populating databases.
- Documents, for future reference, all processes, procedures, and case resolutions.
- Provides training and assistance to GIS end users; Assists with daily IT operations as directed by the IT Manager.
- Develops and prepares materials and makes presentations to small or large groups; presenting GIS system and cartographic mapping elements.
- Responds to GIS inquiries from end-users, developers, contractors, and other customers; Participates in City functions requiring GIS support.
- Responds to the City Emergency Operations Center before, during, and after incidents to maintain and update maps critical to disaster preparedness and recovery operations; Prepares maps and updates as needed for zoning, land use and comprehensive plan amendments.
- Transposes complex data from records maps, CAD drawings, county land base maps, demographic models, economic resources, and other source documents into GIS and/or related databases.
- Participates in the development, maintenance, and implementation of policies and procedures that ensure the accuracy of GIS information.
- Planning, coordinating and implementing a City-Wide Geographic Information System (GIS).
- Coordinates GIS integration with financial services, utility billing, permits and licensing, land based and public safety related software and systems.
- Assists IT staff in analyzing, testing, and resolving GIS problems; Assists with analysis and preparation of maps for economic development purposes.
- Administers GIS servers and workstations by installing and troubleshooting system software and programs.
- Performs related technical duties such as responding to inquiries at the IT help desk, transmitting/receiving data files, Web Publishing, assisting with audio/video production for public meetings, and training on specific applications.
- Works in concert with the System and Network Administrators as needed to perform assigned tasks and to resolve GIS issues.
- Participates in staff meetings, contributing to plans, and provides tasks status.

### ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.
- Inform IT Manager in a timely manner of system anomalies, work outages, critical user issues, etc. and the remediation of issues incurred.
- Develops digital standards for City-wide GIS databases.
- Creates, maintains, and updates GIS databases; creates and edits GIS data; performs GIS data/metadata management.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal and teamwork skills. Solid inter-personal and communication skills; capable of training users in basic GIS topics, presentations to internal audiences, and interacting positively with upper management; excellent time management.
- Demonstrates skill in installing, administering, and monitoring of GIS.
- Demonstrates progressive ability to learn new technologies and to adapt to changing environments.

#### Knowledge of:

- Current GIS standards and procedures; Current GIS systems methodologies, techniques, programming, and tools.
- Current GIS data and process modeling techniques; ArcSDE, ArcGIS Server, and SQL Server, Model Builder, Python.
- Relational database management systems and technologies.
- Graphical user interface (GUI) design; AutoCAD or MicroStation and converting data to/from GIS.
- Proficient use of personal computers and office productivity software (word processing, spreadsheets, and other software typical to the office work environment).

#### Ability to:

- Independently solve problems, exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Author/produce high quality geofiles, maps, and other representations of spatial data; Create high quality interactive web maps and applications.
- Proficiently write queries to extract data from relational databases, alter tables, create views, and create triggers.
- Import GPS data into geodatabases and multiuser ArcSDE geodatabases.
- Ability to effectively manage projects by outlining project requirements, organizing meetings, establishing milestones, creating schedules, providing status reports, communicating with clients, and adhering to schedules.
- Establish and maintain effective working relationships with the general public, co-workers, and city officials; Maintain regular and punctual attendance.
- Successfully diagnose and resolve customer issues associated with ArcGIS Desktop, and ArcGIS Online.
- Train others in various aspects of GIS technology.
- Express oneself clearly and concisely, both orally and in writing. Interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Evaluate, audit, deduce, and/or assess data and/or information using established industry best practice criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
- Provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; utilize descriptive statistics; utilize statistical inference, utilize higher level mathematical functions as required.
- Apply principles of rational systems. Exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

### DESIRABLE EXPERIENCE AND TRAINING

- Bachelor's degree in Computer Science, MIS, Business Admin., Engineering, Geography, Geomatics, Urban & Regional Planning, or related field.
- One (1) year previous experience and/or training with ESRI ArcGIS 10.1 or higher, Microsoft SQL Server, creating and maintaining ArcGIS for Server services, online web maps, and applications. Client/server experience desirable.
- Comparable amount of training or experience may be substituted for the minimum qualifications.
- Geographic Information Systems Professional (GISP) certification from the GIS Certification Institute (GISCI) is preferred.

### PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy object and materials (20-50 pounds).

### ENVIRONMENTAL REQUIREMENTS

Work requires the intermittent installation, moving, and modification to computer/network systems equipment and peripheral components. Due to the varying nature and locations of the work environment, tasks include potential for intermittent exposure to disagreeable elements consistent with electronics installations and wiring systems. Some tasks include materials handling where physical risks are predictable and/or controllable by observance of stand safety precautions.

### DISCLAIMER

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**Submit application:** City of North Lauderdale - Human Resources Department  
701 S.W. 71<sup>st</sup> Avenue  
North Lauderdale, FL 33068  
Fax: (954) 724-6975 E-Mail: [llarrieux@nlauderdale.org](mailto:llarrieux@nlauderdale.org) Website: [www.nlauderdale.org](http://www.nlauderdale.org).

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

## EMPLOYMENT INFORMATION

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.