

City of Dallas
Classification Specification

Title:	Geographic Information Systems Analyst	Class Code:	35545
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provide entry-level analysis, programming, and testing to support the City's Geographic Information System (GIS).

Essential Functions:

1. Analyzes problems involving geographic information system databases and proposes solution.
2. Enters data into database fields to capture geographic information relating to water and wastewater pipes, streets, sanitation routes, storm water infrastructure, storm water drainage topography, surface and subsurface hydrologic models, housing, traffic control systems, geographic systems, land records management.
3. Provides programming, coding, testing, and analysis to support the continual development and refinement of the City's geographic information systems.
4. Prepares technical and operational reports relative to geographical information models and problems.
5. Provides guidance to drafters and technicians on projects.
6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of systems analysis techniques and relational database systems.

Knowledge of computer programming and ability to use geographic information software.

Ability to communicate in written and spoken English.

Ability to establish and maintain effective working relationships with client department representatives.

Ability to logically analyze problems and identify possible solutions.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works in an office environment.

Exposed to viewing computer monitor and operating a computer keyboard.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.