

City of Dallas
Classification Specification

Title:	Geographic Information Systems Analyst III	Class Code:	35547
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provide advanced analysis, programming, and testing to support the City's Geographic Information System (GIS) through maintenance of user and operating software, network administration, hardware acquisition and maintenance.

Essential Functions:

1. Acts as NT or Unix/Solaris systems manager for the distributed work-station design to ensure that the systems and networks remain accessible to all users.
2. Evaluates software and hardware performance by examining system accounting software and reports in order to make required tuning and performance adjustments.
3. Analyzes current and future software and hardware needs to determine modifications, additions, and deletions to existing system; makes recommendations to improve system reliance and performance.
4. Assists in specification development, acquisition, installation and maintenance of software, hardware, and network materials to ensure smooth deployment of the GIS.
5. Provides daily, operational support to end user and systems in all areas of GIS deployment and use.
6. Develops system documentation and tutorials and trains other city employees in use of GIS applications.
7. Establishes user accounts for Internet access and e-mail; coordinates with CIS to establish user accounts for various intra-city networks (e.g., Council Agenda, Service Request, etc.) Coordinates with CIS to improve the quality, integrity, and security of the Geographic Information Systems database through resolution of technical problems involving hardware and/or software.
8. Leads project development, when assigned, including overseeing work assignments, scheduling, performance reviews, and other personnel actions to ensure productivity and quality standards are maintained.
9. Analyzes and develops GIS programming responses for application development and information from users, technicians, and analysts in customer departments. Provides customized reports for management decisions by programming against the GIS database.

10. Modifies and maintains existing GIS applications and software to improve system efficiency.
11. Maintains access and security to the GIS database.
12. Analyzes GIS programs and use problems to determine corrective action necessary to resolve new design, programming procedure change, and user training
13. Installs and verifies the accuracy of updates and additions to GIS database to ensure the integrity of the database and the accuracy of reports generated by programming against it.
14. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of one or more programming languages.

Knowledge of networking systems and protocols, including Unix, Solaris, NFS, twisted pair, FDDI, and Ethernet.

Knowledge of network configurations.

Proficiency in programming, analyzing, and manipulating computer-based geographic information systems, including software such as Unix, Solaris, X-Motif, Oracle, and Arc/Info.

Ability to communicate technical information orally and in writing.

Ability to analyze and develop logical solutions to information system problems.

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:

Performs position duties in office environment.

Exposed to viewing computer monitor and use of 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.