City of Dallas
Classification Specification

Title:	**Senior Geographic Information Systems Analyst**	**Class Code:**	**35548**
		Pay Grade:	**K**
Application:	**Career Series**	**Established:**	**10/01/94**
Supplemental/Code:	**Administrative/1**	**Revised:**	**01/01/09**
FLSA Status:	**Exempt**		

Position Purpose:

Provide senior-level analysis, programming, and testing to support the City's Geographic Information System (GIS). Leads technical staff in the development and maintenance of the Geographical Information System (GIS) database, network, hardware, and software to provide and improve access to the GIS for all City users.

Essential Functions:

1. Provides technical expertise in the development of applications and systems that will ensure the efficient implementation of GIS applications and data sharing.

2. Provides client departments with technical advice, studies, and evaluations on GIS issues; directs staff in preparing responses to requests for GIS information.

3. Develops specifications for GIS hardware and software; coordinates high-tech procurement for the acquisition of services and products to advance the development and implementation of the GIS.

4 Administers the daily operation of GIS hardware, network and software systems including data integrity, security, backup, and recovery policies and procedures.

5. Serves as the liaison with other City departments and other entities as the primary GIS technical contact.

6. Leads project development, when assigned, including overseeing work assignments, scheduling, performance reviews, and other personnel actions to ensure productivity and quality standards are maintained.

7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of current microcomputer and work station hardware, networking systems, computer peripherals, and mainframe interfaces.

Knowledge of one or more programming languages.

Knowledge of network configurations.

Knowledge of City procurement and personnel procedures.

Proficiency in programming, analyzing, and manipulating computer-based geographic information systems such as SQL, Oracle, and Visual Basic.

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

Ability to communicate technical information orally and in writing.

Ability to lead a technical staff.

Ability to establish and maintain effective working relationship with client department representatives, vendors, consultants, other government agencies and other City technical staff.

Working Conditions and Hazards:

Exposed to viewing computer monitor and use of computer keyboard.

Work performed under normal office conditions.

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.