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| Job Title | Geospatial Analyst I |
| Job Code | 9227 |
| Exempt Status | Exempt |
| Position Status | |
| EEO Classification | |

Job Summary

The Geospatial Analyst, under general supervision, supports geographic information system (GIS) analyses and modeling for program areas. Assists with the implementation of key projects. Identifies opportunities where geospatial analysis can provide solutions to complex issues.

Essential Duties and Responsibilities

- Provides geospatial analyses and support for multiple program areas. Assists program staff in data collection, data processing, analyses, reporting, and presentation of results on projects and studies.
- Prepares technical reports, correspondence, manuals, procedures, and other written materials.
- Meets with users to define geospatial requirements, technical specifications, operational problems, and customized solutions. Helps users understand pros and cons of alternative solutions. Leads, trains, and supervises staff in geospatial analytical procedures.
- Maintains GIS software on GIS laboratory computers. Provides project and geodatabase guidance to GIS staff.
- Provides end user support for GIS software to personnel. Conducts necessary research on complex technical problems. Develops and implements solutions to meet needs. Provides on-call support on nights and weekends.
- Tests new technologies to recommend efficient and cost effective methods for system and network operations.
- Schedules and prepares team meetings and education materials with department staff.
- Participates in GIS Working Group and supports other programs.
- Manages and accounts for credit cards in accordance with applicable laws, policies, rules, procedures, and guidelines. Complies with loss prevention, environmental health, and safety standards as established by applicable laws and rules.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in Forestry, Spatial Sciences, Math, Statistics, or equivalent combination of education and experience.

Experience – Three years of related experience in geospatial analysis or statistical analysis.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of concepts and processes of geospatial analysis and relevant geospatial software.

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – None.

Physical Requirements – Valid driver’s license and ability to obtain a State of Texas class “C” vehicle operator’s license within 30 days of employment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements

- Work beyond normal offices hours and/or work on weekends.
- Travel required.

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| Approved by: | |
| Date approved: | |
| Reviewed: | |