



## Bastrop County Job Posting

804 Pecan Street, Bastrop, TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

|                        |                   |                       |                |
|------------------------|-------------------|-----------------------|----------------|
| Title:                 | Opening Date:     | Application Deadline: | Job Posting #: |
| GIS Analyst            | July 29, 2022     | Open Until Filled     | 220327         |
| Department:            | Starting Salary:  | Location:             | Travel         |
| Information Technology | \$53,000-\$55,000 | Bastrop, Texas        | Local          |

### INTERNAL/EXTERNAL JOB POSTING

**BRIEF JOB DESCRIPTION:** Under the direct supervision, this position performs a variety of geographic analysis to produce maps and other spatially derived information. Work involves spatial data creation, input, and manipulation using geographic information systems; assisting in spatial design and maintenance; technical support; and spatial modeling and scripting. This position will also provide support to the County addressing and 9-1-1 database maintenance programs.

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES:** This position must have general knowledge of tools, equipment and best practices of GIS activities. Must be capable of maintaining and creating geospatial and non-geospatial records, as well as forms, reports, technical summaries, presentations, and correspondence. Must have the ability to conduct research and summarize findings. Must know how to read and understand metes & bounds descriptions, surveys, plats, plots and site plans. Must possess the ability to properly interpret, understand and make decisions in accordance with laws, regulations and policies. Must have the ability to protect and maintain confidential information. Must be able to provide excellent customer service and communicate effectively, both verbally and in writing. Position may require work hours outside of normal schedule and environment.

**MINIMUM QUALIFICATIONS:** Associates degree with course work in geography, computer science, regional planning, engineering, or related field, along with a GIS Certificate from an accredited school. Two to four years of relevant work experience in GIS with knowledge of ESRI ArcGIS products. Criminal Justice Information System Security Awareness Certificate, or ability to obtain within 6 months of hire, and National Incident Management System IS-100.c, IS-200.c, IS-700.b, and IS-800.d Certificates, or ability to obtain within 1 (one) year of hire. Must possess a valid Texas driver's license with an acceptable driving record required.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in geography, computer science, regional planning, engineering, or related field from an accredited college or university.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed online at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.

# **BASTROP COUNTY, TEXAS**

## **Job Description**

*Job Title: GIS Analyst*

**Department:** Bastrop County Information Technology

**FSLA Status:** Non-Exempt

**Reports To:** GIS Manger

**SUMMARY:** Under the direct supervision, this position performs a variety of geographic analysis to produce maps and other spatially derived information. Work involves spatial data creation, input, and manipulation using geographic information systems; assisting in spatial design and maintenance; technical support; and spatial modeling and scripting. This position provides support to the County addressing and 9-1-1 database maintenance programs.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the GIS Manager;

Exercises no supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following:

1. Provides support to the GIS Manager.
2. Assists with multiple projects, simultaneously, until successful completion.
3. Creates and maintains spatial data.
4. Performs geographic analysis to produce quality maps, and other spatially derived information.
5. Assists with spatial database design and maintenance.
6. Interacts and works with a variety of people and agencies to create, maintain and provide GIS products.
7. Provides technical support to internal and external GIS users.
8. Research various sources of data to incorporate into the GIS System.
9. Supports and acts as backup for other GIS staff, as needed.
10. Devise workflows and procedures to ensure timely and accurate collection and management of spatial data.
11. Develop and implement quality control procedures and acceptance criteria for spatial data.
12. Create GIS models and scripts to automate tasks.
13. Produce, utilize, and interpret cartographic and other geographic reference materials, such as maps and unrelated data.
14. Reviews and interprets plats, plots, site plans, and survey field notes.
15. Documents business processes.
16. Reports to the Emergency Operations Center during times of emergencies, disasters and critical incidents.
17. Performs other duties as required.

### **OTHER FUNCTIONS:**

Performs other job-related duties as directed by supervisor(s). Regular attendance is considered an Essential Function of this job. NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

Employees who hold this position are a vital member of the Incident Management Team and expected to support emergency response operations during and outside of normal work hours and office conditions.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

General knowledge of tools and equipment used in GIS activities; including ESRI software products and various databases;

Familiar with cartography principles and the ability to produce quality maps;

Acquainted with of SQL, Python, and VBA expression;

Proficient in Microsoft applications (Outlook, Word, Excel, Access);

**Ability to:**

Pass a comprehensive background investigation;

Maintain and protect confidential information;

Properly interpret, understand and make decisions in accordance with laws, regulations and policies;

Work in a team environment and contribute as a team member;

Effectively speak to audiences to convey information;

Communicate clearly and concisely, both verbally and in writing;

Attend and conduct a variety of training classes and conferences;

Complete on-going training and provide certificates of completion for required courses;

Work outside of normal office to meet deadlines and accuracy requirements;

Provide GIS support during emergencies, disasters and critical incidents regardless of the day or time;

Perform multiple tasks simultaneously in a timely manner;

Read and understand metes & bounds descriptions, surveys, plats, plots and site plans;

Compare plans, graphical and statistical data, and information;

Read plans, manuals, labels, measurements, gauges, training materials, and correspondence;

Maintain and create geospatial and non-geospatial records, as well as forms, reports, technical summaries, presentations, and correspondence;

Prioritize tasks and exercise sound judgment in the interest of regulatory compliance and public safety;

Add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs; perform calculations involving variables and formulas;

Establish effective communication with professional, technical, support personnel and others;

Interact with people from a variety of backgrounds in both providing and receiving instructions;

Establish and maintain effective working relationships with those contacted in the course of the job;

Provide excellent customer service;

Conduct business with officials, other employees, outside agencies, and the public in a professional, courteous manner;

Record, and disseminate accurate information from telephone conversations and personal contact;

Understand and follow verbal and written instructions;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Demonstrate personal communication skills including effective telephone skills and public speaking;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;  
Produce desired work outcomes, including quality, quantity, and timeliness;  
Work in a safety-conscious environment and to follow and promote good safety practices.

**Physical Demands:**

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity enough to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;  
Understanding state and federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Make sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

2-4 years of relevant work experience in GIS.

Knowledge of ESRI products including ArcGIS Enterprise, ArcGIS Desktop, and ArcGIS Pro.

Public and/or customer service.

**Education:**

Associates degree with course work in geography, computer science, regional planning, engineering, or related field, and a GIS Certificate from an accredited school.

Criminal Justice Information System Security Awareness Certificate or ability to obtain within 6 months of hire.

National Incident Management System IS-100.c, IS-200.c, IS-700.b, and IS-800.d Certificates or ability to obtain within 1 (one) year of hire.

**Licensing:**

Must possess a valid Texas driver's license with an acceptable driving record required.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.***

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.***