



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>GIS Analyst</b>	<b>Opening Date:</b> <b>September 12, 2024</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>240906</b>
<b>Department:</b> <b>Information Technology</b>	<b>Starting Salary:</b> <b>\$26.80- \$28.80 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** This position supports a wide variety of Geographic Information System needs, including spatial data collection, creation, manipulation, analysis, map graphics compilation, and web map creation for various projects. This position is responsible for cartographic map production. Work includes GIS, web GIS and project coordination tasks such as: data coordination and integration, data analysis and development, map production, maintenance, administration, modification and troubleshooting of County web mapping presence, including internal and external web mapping applications; create, configure, publish and manage ArcGIS Server map and data services, project coordination, documentation, participation in meetings, and providing GIS technical support to County staff. Duties also include occasional outdoor work and local travel. This position may be called upon to support the County's Office of Emergency Management during emergencies. This position can't be filled until October 1, 2024.

**Knowledge, Skills and Abilities:** Principles and practices of mapping, coordinate systems, projections and scales; Geospatial data formats to include ESRI geodatabase, SDE and Google KML, Ability to read and interpret surveys, field notes, legal descriptions, cartography, engineering documents, construction plans, aerial and orthophotography; Solve highly technical problems; Bastrop County policies and procedures.

**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.

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 at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> 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. 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. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

**Job Title:** GIS Analyst (Full Time/Temporary)

**Department:** GIS & Addressing

**FSLA Status:** Non-Exempt

**Reports To:** GIS & Addressing Manager

#### **SUMMARY:**

This position supports a wide variety of Geographic Information System needs, including spatial data collection, creation, manipulation, analysis, map graphics compilation, and web map creation for various projects. This position is responsible for cartographic map production. Work includes GIS, web GIS and project coordination tasks such as: data coordination and integration, data analysis and development, map production, maintenance, administration, modification and troubleshooting of County web mapping presence, including internal and external web mapping applications; create, configure, publish and manage ArcGIS Server map and data services, project coordination, documentation, participation in meetings, and providing GIS technical support to County staff. Duties also include occasional outdoor work and local travel. This position may be called upon to support the County's Office of Emergency Management during emergencies.

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

Receives supervision from GIS & Addressing Manager.

Receives supervision from the Chief Deputy in the Manager's absence. Exercises no supervision.

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

1. Present a professional image as a representative of Bastrop County and the GIS & Addressing department;
2. Protect the privacy and security of confidential information. Ensure compliance with laws, regulations and guidelines;
3. Create and maintain GIS datasets; File correspondence and other records. Create and maintain internal and external web based GIS applications. Create, Publish and Maintain dataset services for web based usage. Create cartography maps, figures, graphics, tables, etc. for reports and other deliverables;
4. Enter information to assemble input and output or create data; Analyze, convert or transform data using GIS software. Coordinate GIS support with other partner agencies, including local governments;
5. Conduct field investigations to document existing conditions through the collection of GPS coordinates, photographs and noted observations; Provide GIS/mapping and data management in support of County special projects field crews.
6. Distribute non-confidential information to other partner agencies, including local governments; Attend training sessions and meetings. Participates in the development and implementation of goals, objectives, policies, procedures and priorities;

7. Composes, drafts, and generate documents such as notifications, letters, memorandums, resolutions, reports and presentations;
8. Provide exceptional customer service to internal departments, external associates, and the public; Performs related work or duties as assigned by supervisor.

### **OTHER FUNCTIONS:**

GIS & Addressing staff may be considered essential personnel during an emergency event, declared or otherwise, and be called upon to provide assistance to Office of Emergency Management.

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.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader; must show ability to learn other software packages; and have accurate, efficient keyboarding skills;

Standard office equipment, including, printers, plotters, and multifunction copier/scanner/fax machine;

Principles and practices of mapping, coordinate systems, projections and scales;

GIS software, tools and functionality including ESRI ArcGIS Desktop and associated extensions such as Spatial Analyst;

ESRI ArcGIS for Server, Portal for ArcGIS and ArcGIS Online

GIS web mapping best practices and tools such as Web AppBuilder for ArcGIS or APIs

Geospatial data formats to include ESRI geodatabase, SDE and Google KML

Field data collection including the operation of a GPS unit;

The safe operation of a motor vehicle;

Proper English usage, spelling, grammar and punctuation;

Standard office policies, procedures, and equipment;

Bastrop County policies and procedures.

#### **Ability to:**

Conduct business with the public in a professional, courteous manner;

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

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

Communicate clearly and concisely, both verbally and in writing;

Understand and follow verbal and written instructions;

Ability to read and interpret surveys, field notes, legal descriptions, cartography, engineering documents, construction plans, aerial and orthophotography;

Create and utilize GIS data;  
Ability to produce maps and other representations of spatial data;  
Solve highly technical problems;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Perform multiple tasks simultaneously in a timely manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Work as part of a team;  
Participates in the development and implementation of goals, objectives, policies, procedures and priorities;  
Operate equipment and software required to perform essential job functions;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times;  
Respond quickly and effectively to changing circumstances;  
Complete routine business correspondence;  
Provide attention to detail;  
Quickly develop new skills;  
Safely operate a motor vehicle;  
Obtain NIMS Incident Command System Certification.

**Physical Demands:**

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

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 sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting local, state and federal laws and regulations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Learning and developing skills consistent with essential job functions; and

Make sound decisions in a manner consistent with essential job functions.

## **EXPERIENCE, EDUCATION, and LICENSING:**

### **Experience:**

One (1) year experience in GIS, database management, cartography or related field.

### **Education:**

Requires graduation from an accredited four-year college or university with preferable coursework in Geographic Information Systems, Geography, Cartography, Computer Science, Planning, Business, Public Administration, or in a field related to the job. Experience may substitute for education up to a maximum of 4 years.

### **Licensing:**

Driver's License valid in the State of Texas.

NIMS Incident Command System Certification –within 1 year of employment

## **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.*