

**Lane Council of Governments
Job Classification**

Job Title:	GIS Associate	FLSA Status:	Exempt
Division:	Regional Technology Services	Range:	21
Reports To:	Program Manager	Last Revised:	October 2006

General Statement of Duties

Meets with users and performs systems analysis and design, programming, testing, documentation and maintenance of assigned projects and systems to provide efficient and accurate Geographic Information System (GIS) services.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate GIS technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

Distinguishing Features

Positions in the GIS Associate classification are distinguished from positions in the GIS Assistant classification by greater complexity of duties in project design and implementation requiring increased technical knowledge and independent judgement.

Essential Job Functions

Performs detailed systems analysis and design for assigned GIS projects; meets with users to discuss project; develops forms and procedures for data collection, methods of updating and error correction, functional program design, report definitions and production control procedures; designs and codes programs, using a variety of programming techniques and languages.

Prepares test data, conducts detailed program tests, and organizes parallel system tests.

Implements program changes in response to requests for additional system capabilities; determines user needs and required program changes; coordinates changes with other affected users.

Prepares and maintains program, control and run documentation according to established procedures.

Prepares time estimates of proposed projects.

Provides technical expertise by maintaining a current knowledge of the GIS hardware and software environment, including microcomputers.

Conducts training sessions for staff and users to share knowledge gained from vendor provided training or from professional experience.

Provides expertise and assistance in maintaining reasonable security for systems, ready file access, and effective database or system administration; answers questions from users regarding capabilities and features of the system.

Other Job Functions

Provides back-up support to other positions in case of absence or work overload.

May provide guidance, direction and training to other GIS staff.

Performs other related duties as assigned.

Working Conditions

Work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment, with long periods of sitting at a computer terminal.

Knowledge, Skills, and Abilities

Considerable knowledge of the methods, practices, and techniques of systems analysis.

Considerable knowledge of computer programming techniques and a variety of programming languages related to GIS.

Knowledge of hardware and appropriate software for the development and maintenance of GIS, including microcomputers.

Ability to communicate effectively with other employees using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain user needs.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to understand and utilize complex data processing programs and systems, related to GIS.

Ability to estimate time required for projects.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors, and representatives of other agencies.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in computer science, geography, or related field, and three years progressively responsible experience in analyzing and programming geographic information systems, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.