

**Lane Council of Governments
Job Classification**

Job Title:	GIS Senior Analyst	FLSA Status:	Exempt
Division:	Information, Research & Analysis	Range:	25
Reports To:	Program Manager	Last Revised:	June 2003

General Statement of Duties

Performs advanced spatial data analysis and modeling; manages and supports applied Geographic Information System (GIS) projects in a broad variety of functional areas including Transportation, Land Use, Natural Resource and Community Safety; develops and implements work procedures and project budgets; represents the organization at various community, state, federal and other agency meetings.

Supervision Received

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

Supervision Exercised

Provides guidance, assistance and training to coworkers, interns, project support staff, and clients; may supervise Interns, Technicians and Associate staff.

Resource Responsibility

Moderate responsibility for financial and human resources. Responsible for developing projects and contracts in the applied GIS area. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines. Decisions made within policy guidelines.

Distinguishing Features

The GIS Senior Analyst classification is distinguished from the GIS Associate classification by performing very broad and complex duties requiring comprehensive knowledge of GIS capabilities, data modeling, statistical analysis methods, and expertise with broad latitude for independent decision making. Recognized as an expert in the data analysis and reporting field with emphasis on spatial data and knowledge that goes beyond competency.

Essential Job Functions

Serves as team or project leader on applied GIS and data intensive projects in the areas of land use; demographics; transportation and other infrastructure; social services; public finance; economic development; energy; research and analysis., project management, contract development and monitoring, and preparation of progress reports, responses to Requests for Proposals, system studies and other written materials and oral presentations.

Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information. Conducts economic and statistical analyses (cost-benefit, regression, descriptive statistics); analysis of trends (demographic, economic, environmental, regional); projections (employment, population, school enrollment); and evaluation (policy, process, project, program).

Performs advanced data analyses and creates computerized models; designs and develops supporting databases; applies GIS and other analytical tools to manipulation, analysis, queries, and reporting of information.

Develops work plans, prepares agendas, provides direction to staff team, facilitates meetings, tracks progress, monitors time lines and budget. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Researches, analyzes and evaluates project methodologies and presents findings in oral and written reports and presentations.

Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps; prepares graphics and maps for written reports and presentations; presents reports to clients, committees and work groups, as needed; provides training as needed.

Plans and prepares project proposals and estimates; seeks new funding sources.

Responds to inquiries from the public by phone and through correspondence; provides information on GIS applications, data, and projects to officials, coworkers and clients.

Represents LCOG at various federal, state, and local meetings regarding GIS and related efforts and activities.

Other Job Functions

Conducts special studies or projects as assigned.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk, meeting table, or computer terminal or standing at a counter. Some travel is required to attend meetings.

Knowledge, Skills, and Abilities

Thorough knowledge of principles, methods, and practices related to GIS and databases.

Thorough knowledge of statistical and analytical modeling methods, practices and technologies.

Considerable knowledge of computer applications and ability to use a variety of software.

Considerable knowledge of hardware capabilities and a wide variety of software applications, including the use of personal computers and networks.

General knowledge of planning projects.

Ability to plan, organize and coordinate, schedule, evaluate the work of professional and technical support staff.

Ability to develop project goals and objectives and conduct project planning activities.

Ability to research, compile and analyze original data and develop logical recommendations based on this data.

Ability to organize and make public presentations.

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

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

Ability to communicate effectively, both orally and in writing, with other employees, the public and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to develop and implement innovative services in area of assignment.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in GIS, computer science, mathematics, geography, or related field, and seven years progressively responsible professional experience using geographic information systems, databases and analytical methods in the applied areas of transportation, land use planning, community safety, 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.