



– AN EQUAL OPPORTUNITY EMPLOYER –

JOB DESCRIPTION

Working Title:	GIS Analyst
Official Title:	GIS/Mapping and Data Analyst
Classification Title:	Team Member/ Non-Supervisory
Position Classification:	Full-time; Exempt employee
Department/Division:	Rural Transportation Planning
Location:	Terre Haute – Main Office
Salary:	\$36,400 - \$64,480 annually
Office Hours:	8 – 4:30/5; with an occasional evening meeting
Benefits:	Health, Dental, Vision, Health Savings Account, 401k, 401k matching, Vacation, Sick leave, Life insurance, Mileage reimbursement, Cell phone reimbursement, Wellness planning and access to a health clinic, Professional development, Discretionary bonus opportunities.

Job Summary:

The GIS Analyst is responsible for successfully developing, implementing, mapping, and maintaining data sets pertinent to West Central Indiana's regional area. The GIS (Geographic Information System) Analyst will prepare statistical estimates for a planning program and project studies. The GIS Analyst is expected to use ESRI GIS software to develop data sets and inventories from collected field data. Data collection within the region may also be an expectation of this position. The GIS Analyst will be expected to provide assistance, advice, and technical assistance to local government officials in the West Central Indiana region.

Thrive West Central's core focus and mission is to create thriving communities by improving the quality of life and economic prosperity for all. We do this through complex problem-solving, quality service, and collaborative partnerships.

Qualifications:

Required:

- A Bachelor's degree in GIS Analysis, Cartography, Computer Science, Geography, Surveying, Engineering, or a related field.

Preferred:

- Three to five years of experience with ESRI GIS software.
- A GISP certification and one to three years of experience with GIS-related software.

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Essential Functions: *(The following statements describe the position's principal functions and responsibilities but are not considered an all-inclusive list of work requirements.)*

- Must conduct GIS program activities utilizing GIS hardware and software to produce maps, spatial databases, and thematic data, including traffic counts, trails and greenways, roadways, accident data, etc.
- Must create, adjust, correct, convert, and distribute base maps and thematic data as necessary.
- Must digitize and maintain spatial databases for areas throughout our regional area, validate data for accuracy and completeness, complete approved metadata forms, and produce maps of the resulting information.
- Must evaluate information and data from outside sources to determine the quality of the data.
- Must occasionally perform fieldwork, including installing traffic counters on roadways, collecting asset inventories, or validating data.
- Must provide geographic coordinates from the GIS to facilitate spatial analysis and data manipulation, calculate distances and area of features, and create asset inventories.
- Must be an active participant in any/all traffic planning surveys as directed.
- Must conduct data collection inventories, including road mileage within a defined area, sidewalk measurements and evaluations, traffic sign evaluation, and GPS coordinate collection.
- Must assist with research and implement new GIS spatial files related to local and regional development, zoning, housing, economics, census, and other associated trends.
- Must collect data for the inventory of physical characteristics of highway systems; survey and report physical and operational features of readings and intersections for inclusion in technical reports, as required.
- Must conduct travel time surveys and other transportation surveys as directed.
- Must coordinate and collaborate with regional and State GIS practitioners to keep abreast of the state of the industry practices and data.
- Must maintain compliance with the Agency's minimum continuing education requirements of 16 hours annually.

General Competencies:

- Must possess excellent communication skills, including verbal and written forms, and superb listening skills.
- Must possess planning, organizational, and time management skills.
- Must demonstrate the ability to interpret roadway maps.
- Proven office procedures, machine usage, office practices, and computer skills.
- Proven ability to deal effectively and courteously with individuals at all levels and build cooperative, productive relationships with partners.
- Ability to work autonomously and as an influential team member.
- Ability to perform in a fast-paced and stressful environment while maintaining a professional demeanor and establishing and maintaining cooperative and effective relationships.
- Must have sufficient physical stamina required for strenuous activities, including lifting and relocating boxes up to 55 pounds, use of a sledgehammer in frigid conditions, and shoveling snow on roadsides.
- Ability to squat, bend, kneel, stand frequently, and sit for extended periods; ability to work outdoors in all adverse weather conditions.
- Must be legally eligible to work in the United States.

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- Must pass and maintain compliance with the Agency's background check policy.
- Must possess and be able to maintain valid state driver's licenses.

Accountability:

- The GIS Analyst reports directly to the Director of Community Development with the oversight of the Executive Director.

Key Performance Indicators (KPIs): *(KPIs will be reviewed at periodic intervals and adjusted according to the goals of the Agency.)*

- The GIS Analyst must act as the gatekeeper of all community development data, providing feedback on all requests (internal and external) within five (5) business days unless otherwise directed.
- The GIS Analyst will perform job duties with customer service as their focus, resulting in 90% or more of their collected Customer Satisfaction Surveys returning in a favorable standing.
- The GIS Analyst must serve as the Agency's technical expert while also increasing/strengthening the partnerships with local, regional, and national subject matter experts.
- The GIS Analyst must monitor the quarterly data collection equipment inventories, validating the equipment's working condition.
- The GIS Analyst must spearhead a minimum of three (3) data-related projects with a minimum combined financial value of \$50,000.
- The GIS Analyst must adhere to the Agency's established drug & vehicle policy 100% in compliance with State and Federal regulations.
- The GIS Analyst must attend a minimum of two (2) Agency approved and relevant conferences annually.
- The GIS Analyst must maintain compliance with the 'Agency's minimum continuing education requirements of 16 hours annually.

Employee Signature

Date

Supervisor Signature

Date

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and the positions necessary to carry out functions for which I am responsible. The incumbent of this position and I also certify that we have reviewed and discussed this job description and that the incumbent understands the duties and responsibilities of this position.