



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	GIS Analyst/Programmer	FLSA:	Exempt
DEPARTMENT:	Information Technology	REVISED:	

Summary: Under general supervision, performs Geographic Information System (GIS) data maintenance, fulfill requests for GIS services, provides special maps; develops, analyzes and modifies new and existing GIS and Non-GIS applications to enhance the user's capability to collect, share and manage data.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Updates and maintains the County's GIS databases according to department's policies and procedures; assists in the detection, removal and correction of corrupt or inaccurate data; making corrections in response to changes and additional data sets integrated into GIS; updates the digital data layers and creates corresponding maps.
- Enters data, checks for errors, and makes necessary corrections.
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Analyze spatial data for geographic statistics to incorporate into documents and reports.
- Develops, creates, encodes and debugs a variety of GIS and Non-GIS software application programs to enhance user's capability to collect, share and manage data.
- Meets with departments and users to analyze operations and organization, and identify technology needs; interprets concerns, defines desired results, and develops application programming solutions; analyzes source and content of data and reporting requirements; develops project plan and obtains approval for the design of application programming.
- Develops programming solutions for application components; codes, tests and debugs to check for faults and errors; assures effective documentation of application development process using current GIS methodologies.
- Develops and deploys new GIS and Non-GIS applications; conducts program test and maintenance activities after implementation; monitors application functionality, and modifies it for optimum performance; detects and corrects software errors; prepares technical documentation of new application.
- Meets with users to review application utilization, identify functional inconsistencies, and resolve operational issues; provides post-implementation support to users as needed.
- Responds to service requests; provides technical support and training to users; reviews utilization trends, identifies functional inconsistencies, and resolves operational issues.
- Assures effective communication of application development issues and strategies; coordinates development activities with other departments and agencies.
- Reviews and stays current with the latest developments in software and programming languages and tools.



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- Provide backup to the GIS Supervisor as needed.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of County organization, policies and procedures.
- Knowledge of the principles of surveying, mapping, global positioning systems and usage of aerial photography and satellite imaging.
- Knowledge of Cartographic technologies and protocols.
- Knowledge of computer software application development, implementation and analysis principles and techniques.
- Knowledge of techniques and procedures for coding, testing and debugging software.
- Knowledge of computer programming languages, technologies and protocols.
- Knowledge of functions and capabilities of MS software, database design and operating systems.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of project planning and management principles, tools and techniques.
- Skill in creating, editing and maintaining GIS data.
- Skill in reading, understanding, manipulating, developing, and analyzing geographic information in a variety of data formats.
- Skill in using GIS application software, including Esri's ArcGIS mapping and analytics platform.
- Skill in defining needs of County departments and developing application solutions to meet their needs.
- Skill in developing computer programs using different programming languages and operating systems, and managing system documentation.
- Skill in development of custom graphics and reports.
- Skill in managing application changes through all the stages of the development life cycle.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Geography, Computer Science or related field; and four (4) year's programming and GIS computer systems work experience; OR equivalent combination of education, training and experience; AND successful completion of a criminal history, background check and polygraph.