



City of Milford
GIS Analyst
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: At least two (2) years' experience with (CAD), (GIS) and Windows software; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Subject to random drug and alcohol testing in accordance with City policy. GISP Certification is preferred.

Minimum Education Requirements: Bachelor degree in Information Technology, GIS, Geography, Urban Planning, Civil Engineering, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Direct Supervisor: City Engineer

Supervisory Responsibility: None

Primary Work Location: Office setting. Essential functions are regularly performed without exposure to adverse environmental conditions.

Physical Demands: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The GIS Analyst performs computer-aided drafting (CAD) and provides technical support for the development, implementation, operation, and maintenance of the City of Milford's geographic information systems (GIS). This includes preparing and drawing utility location maps, along with other duties as required.

The GIS Analyst shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service.

Supervision Received: Work is performed under the general supervision of the City Engineer.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **GIS Mapping & Data Maintenance:** Maintains City maps and updates them using GIS systems.
- **Database Management:** Maintains necessary database information.
- **Web Mapping Applications:** Manages web mapping applications and associated mapping servers.
- **Data Integration and Analysis:** Executes Structured Query Language (SQL) across multiple systems, including SCADA databases, to import external data and conduct analysis for operational insights.
- **Infrastructure Analysis:** Uses GIS tools to analyze public infrastructure.
- **GIS Program Development:** Develops and implements operations and maintenance for the GIS program.
- **Data Accuracy Assurance:** Ensures the accuracy of mapping systems data and information.
- **Mapping Software Updates:** Maintains and updates mapping software as required.
- **Utility Mapping:** Conducts utility mapping for water, sanitary sewer, electric, and storm sewer systems.
- **Other Duties:** Performs additional tasks as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Office equipment.
- Software used for related tasks.
- Computer aided drafting (CAD) and geographic information systems (GIS) Proficiency in general cartographic skills.
- Legal descriptions of land.

Skills

- Excellent verbal and written communication with other employees and the public.
- Time management; completes tasks in a timely fashion.
- Strong decision-making ability and judgment.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Multi-task and works independently.
- Exercises independent judgment in accordance with established policies and practices.
- Produces and maintains accurate and legible drawings and update through the use of software.
- Reads maps and site plans.
- Establishes and maintains positive working relationships with supervisor, co-workers, contractors, and the public.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
