



Little Thompson Water District
835 E Highway 56, Berthoud, CO 80513
(970) 532-2096

Position Title: GIS Analyst III
Position Status: Full Time, Exempt

Salary Range: \$88,800 - \$107,400 Annually, Commensurate with Qualifications and Experience
Hiring Range: \$88,800 - \$101,500 Annually, Commensurate with Qualifications and Experience

The GIS Analyst III is a GIS specialist within the District, reporting to the District Engineer and working with staff on data collection and data usage. The position is focused on all District GIS and mapping activities and the successful candidate must be able to work independently with minimal assistance from an outside GIS consultant. This position generally requires full-time attendance at the District office in Berthoud Colorado, however, hybrid remote opportunities will be considered by District management. Additionally, maintaining GIS system functionality is of critical importance, which may require occasional evening or weekend work to do so.

The following is intended to present a representative list of the range of duties performed by an employee in this position title and is not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Performs a wide variety of advanced analysis, design, programming, testing, installation, integration, maintenance, operational support, quality assurance and control (QA/QC), database administration, troubleshooting, and training tasks related to the LTWD GIS system.

In addition to having advanced GIS technical skills, a successful candidate must be a self-starter, possessing a strong sense of initiative along with the ability to prioritize, manage, and accomplish multiple tasks simultaneously with minimal direction. This individual must also have excellent written and verbal communication skills and be able to work closely with staff who have varying degrees of education and skill levels.

Furthermore, the successful candidate must understand that the District's system is built and maintained with data acquisition utilizing District field personnel and therefore must be willing to work with the existing platform while assisting in the efficient future development of the system.

REPRESENTATIVE DUTIES

The following duties are expected; however, the position may require additional or different duties from those set forth below to address business needs and changing practices.

- Works directly with staff from assigned departments analyzing present system capabilities, responsive problem resolution, determining need / feasibility of developing new system features, and reviewing the quality of and implementing new system features. Performs analysis, design, and management of diverse projects which may require functioning as project manager.

- Develops modifications or enhancements to existing applications. Documents, tests, debugs, and implements additions and changes. Tasks are based on system requirements and are accomplished within a modest set of established guidelines.
- Direct contact with application vendors is required to coordinate release upgrades, resolve system failures and to define specifications for new system features.
- Learns and uses system tools to effectively execute processes. Examples: SQL queries, batch files, using ODBC connections, Microsoft Office tools, peripheral devices (printers, plotters, and GPS units), database definition, system performance tools.
- This position coordinates and/or performs training of District staff on the use of the LTWD GIS system along with the GIS data collection equipment.
- Creates or updates GIS features based on construction drawings and/or field data.
- Works with and collaborates extensively with Engineering Department staff, Operations Department field crews and Customer Service/Administrative staff to ensure accuracy and completeness of data.
- Configures, administers, and maintains ArcGIS Online to provide mapping and data collection capabilities. Also, configures and administers ArcGIS Server to provide map services needed by ArcGIS Online and ArcGIS Pro.
- Provides a variety of reports and maps as requested by staff and management.
- Independently coordinates data collection projects.
- Collects data using GPS equipment and mobile devices using Esri's Data Collector application. Assists with other data collection projects by configuring devices and teaching others how to use GPS and/or the Data Collector App.
- Responsible for maintaining all GPS equipment, along with procurement of new equipment as devices become unsupported and/or obsolete.
- Assists with vendor and/or product selections, which can have a substantial long-term impact upon the Department budget and process effectiveness.
- Responsible for developing and tracking year to year GIS and GPS equipment, software and subscription budgets.
- Works with consultants and software vendors and coordinates the delivery of new software, systems or new systems integrations.
- Performs ArcGIS Server web-based server system administrator duties.
- Learns and uses programming tools such as: VB.NET using Esri ArcObjects; Geocortex workflow, JavaScript and .NET web-based APIs for ArcGIS Server applications: Python scripts; SQL, etc.

- Works closely with a select consultant to integrate the GIS system with InfoWater Pro, water modeling software.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a relatively short period of time to successfully perform the assigned duties.

Knowledge and Abilities: Generally, learn and apply policies, rules, regulations and procedures to a variety of work-related situations with the following general list of items important to the position, it should be noted that this generalized list is not intended to be all inclusive.

- Advanced expertise in all aspects of geodatabase design and administration including data modeling, database security, performance optimization, database backup and recovery, coordinate systems, versioning and replication.
- Thorough working knowledge of integrating the geodatabase with other databases and systems.
- Knowledge of publishing and maintaining GIS web services.
- Knowledge of using internal and external GIS web resources in web applications leveraging Application Programming Interfaces and Software Development Kits.
- Skilled in the use of GIS data in the creation of professional maps and other information products.
- Strong organizational skills and attention to detail.
- Ability to communicate complex technical concepts to staff and management.
- Ability to manage multiple concurrent tasks with frequent interruptions.

Education and Experience Guidelines -. *Any combination of education and experience to provide the required knowledge and abilities to satisfy the fundamental position requirements outlined herein.*

Education/Training: Bachelor's Degree in geographic information systems, geography, land surveying, civil engineering or closely related field such as computer programming is required. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis. A minimum of 4 years of progressive working experience in all phases of geodatabase administration, systems implementation and application development required, years must be in addition to any experience used to satisfy the education requirement.

Experience in the following areas is highly desired:

- Esri ArcGIS Online system maintenance and administration including user and group management; creation of feature layers, web maps, apps, and designing data structures to work with ArcGIS Online and its associated apps.
- Coordinate geometry (COGO) tools in Esri's ArcGIS desktop software (ArcMap and/or ArcGIS Pro).
- A working knowledge of computer aided design and drafting software (for example Autodesk AutoCAD Map, Autodesk AutoCAD LT, etc.) is highly desirable.

License or Certificate: A valid Colorado driver's license and satisfactory driving record to drive District vehicles.

WORKING CONDITIONS/ENVIRONMENT/PHYSICAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

The essential functions of this classification are performed in a controlled-temperature office and in the field. The environment of work includes travel to and from sites within the District and may include work around traffic, exposure to noise, dust, heat, and inclement weather. Office environment includes sitting for extended periods of time in front of a computer screen; operating computer and other office equipment daily; communicating in person and on the phone and sufficient vision to perform assignments. Physical requirements include those to occasionally perform moderate to heavy lifting, bending, stooping, kneeling, walking, and standing.