

GIS ANALYST

Department of Administration - Information Technology Management (ITMD)

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the GIS Developer–Project Leader, the GIS Analyst creates, analyzes, and maintains maps, data, and reports for the City of Milwaukee and Community Development Block Grants Administration (CDGB) community on a project basis.

ESSENTIAL FUNCTIONS:

- Supports the Geographic Information Systems (GIS) function by providing mapping data, statistical analysis, and reports.
- Provides support for existing web applications, including data problem resolution, documentation, training, and future development.
- Conducts needs analyses to determine the geographic information needs of internal customers and the public.
- Works closely with customers, following up on concerns, resolving issues, and communicating project progress.
- Fully informs managers or Lead Analysts about timelines, activities, and the status of projects.
- Creates reports and develops presentations for management as well as customers.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in cartography, geography, geology, urban planning, computer science, or a related field from an accredited college or university, including course work in geographic information systems (GIS), automated mapping, cartography, geography, or land engineering, **OR** a related Associate's Degree (*as described above*) **AND** two years of experience performing duties related to this position.

NOTE: Copies of transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, Attention: GIS-A, 200 E. Well St, Room 706, Milwaukee, WI 53202. (Student copies are acceptable.)

Equivalent combinations of education and experience may be considered.

2. Valid driver's license at the time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of principles and practices of automated mapping and GIS and geographic information system theory and application.
- Knowledge of and skill in using ESRI (Environmental Systems Research Institute), Oracle, and MicroStation software.
- Ability to write complex algorithms and to perform a variety of difficult mapping and data assignments.
- Knowledge of computer operating systems and standard computer applications, including word processing, spreadsheet, database, presentation, and digital media programs.
- Analysis and problem-solving skills.
- Oral communication, presentation, and training skills.
- Written communication skills.

- Interpersonal and customer service skills.
- Ability to work independently as well as with a team.
- Planning, organizational, and time management skills.
- Ability to work well under pressure.

THE CURRENT SALARY RANGE (PG 598) IS: \$55,374-\$67,258 annually with excellent benefits. Recruitment is at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **May 20, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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