

**CITY OF BURIEN, WASHINGTON**  
**POSITION DESCRIPTION**  
**CAD/GIS ANALYST**  
**(Management Analyst Series)**

**NATURE OF WORK:**

Under supervision of the director, performs a variety of complex and independent duties involving the creation and management of the GIS data layers, databases, and CAD system. Communicates with other departments, other agencies, and City management to coordinate projects, answer questions, provide information and to resolve concerns and issues. Position requires the exercise of judgment and considerable amount of decision making regarding the manipulation of data. Assists with City policy decision-making regarding GIS matters. This is an FLSA exempt position.

**ESSENTIAL DUTIES:**

Performs a variety of intermediate to complex duties regarding the development of the City's computer mapping and GIS systems. This includes acquiring, converting, creating, managing and documenting CAD and GIS data used by all City departments.

Expands the functionality of the CAD/GIS systems to support activities such as permit tracking, pavement management systems, GPS operations and other systems.

Preserves data integrity of the information contained in the GIS databases and mapping by ensuring edit and backup procedures are functioning properly and inputting "as-built" construction data and record drawings.

Assists with quality assurance and quality control for CAD and GIS projects.

Develops computer applications which will house data and which will allow for manipulation, formatting and summarizing.

Maintains and updates information and databases. Ensures that information is accurate and its updates are timely. Refines data as needed.

Attends various meetings to provide and receive information, to meet with consultants and city personnel and to coordinate work activities with others.

Assists the director in the preparation of work plans for the design and development of the CAD and GIS systems.

Conducts research, analysis, surveys, and prepares staff reports on a variety of special projects.

Establishes and uses computer data bases to perform analysis and prepare reports on complex technical or policy issues.

Reviews responses to requests for proposals and makes selection recommendations for selected projects.

Operates a variety of computer equipment, using word processing, and spreadsheet software to manipulate data and to prepare reports.

Assists in data collection and inventorying of the City's systems and facilities, including streets, storm water, etc.

Input and maintain the department's traffic accident records to ensure accuracy. Coordinate with other agencies to acquire current accident data.

Prepare maps and graphics for departmental presentations.

Performs other similar or related duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to perform research, interpret data and accurately analyze problem situations and adopt an effective course of action.

Knowledge of methods/techniques for collection , compilation and analysis of data.

Knowledge of data base concepts.

Ability to apply the appropriate data and software combination in order to produce a usable product.

Ability to conceptualize the end result of projects and how the information will be used.

Ability to effectively design and develop applications and to effectively use data bases.

Ability to communicate complex financial, policy and analytic information effectively in writing and orally to a diverse audience.

Proficiency in personal computer use, experience with spreadsheets, data base programs and word processing. Familiarity with GIS systems.

Knowledge of structure and operation of municipal government principles, practices, procedures and legal requirements.

Ability to work in a high energy work environment, handling multiple priorities and projects.

Ability to establish and maintain cooperative and effective working relationships with elected officials, other governmental entities and outside agencies, department heads, supervisors, employees, the police department, the media and the general public.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Geography, Engineering, Computer Science, Information Systems, Planning or a closely related field and a minimum of two years experience with ArcView and AutoCAD, OR an equivalent combination of related education and experience which provides the required knowledge, skill and ability to perform the work. Familiarity with relational databases, GIS development and implementation. Experience with Microsoft NT, MapObjects, and Visual Basic desirable. An understanding of web-enabling technologies (Avenue, AML, SDE, IMS, internet mapping) is also highly desired.

Must have a valid Washington Driver's License or ability to obtain within a month of employment and possess an acceptable driving record.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods ); see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public an/or interdepartmental contacts and pressure to meet timelines.

The noise level in the work environment is usually moderate.