



**San Juan County**  
Invites Applications for:  
**GIS Analyst**

<b>Position:</b>	<b>GIS Analyst</b>
<b>Department:</b>	<b>Public Works</b>
<b>Type:</b>	Regular, benefits, full-time (40 hrs/wk), FLSA Non-Exempt
<b>Starting Salary:</b>	Range J, Step 1 = \$21.42 per hour
<b>Bargaining Unit:</b>	Local 1849
<b>Closing Date:</b>	Open until filled. <b>Screening begins Monday, November 28, 2011.</b>

**Submit Completed Applications to:** Human Resources, County Administration  
350 Court Street, #5 (*mailing address*)  
55 Second Street, Room 206 (*office location*)  
Friday Harbor, WA 98250  
FAX: (360) 370-5085

**For information and application materials, contact:**  
[www.sanjuanco.com](http://www.sanjuanco.com) or (360) 370-7402

**EMPLOYMENT APPLICATION:** An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

**BENEFITS:** The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County's holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Employees may participate in a deferred compensation program and a Flex 125 Plan (tax-free reimbursement accounts for health and dependent care expenses) via payroll deduction.

San Juan County is an Equal Opportunity Employer.

**Please let us know if you need any accommodation to participate in the application process.**

**BASIC FUNCTIONS:** Under the general supervision of the Data and Planning Coordinator or GIS Program Coordinator, performs complex GIS tasks including data development, spatial analysis, custom map generation, GPS data collection and post processing, and preparing reports. Must be able to work both independently and as part of a team, meet deadlines, and produce high quality work.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in GIS, Geography, Geology, Urban Planning, or a directly related field and a minimum of two years professional experience in GIS and computerized databases.

**PRINCIPAL DUTIES:**

1. Designs, develops, and maintains GIS databases.
2. Performs complex spatial analyses, interprets data, and applies information to solve problems.
3. Prepares reports or technical documents based on findings of analysis.
4. Creates custom maps, map documents, and ArcReader projects.
5. Develops simple GIS applications to improve efficiency and productivity.
6. Collects and processes GPS data.
7. Assists GIS users in other departments with technical questions and issues.
8. Applies quality control procedures on data to ensure accuracy.
9. Work with the highest ethical standards, in accordance with RCW 42.23.020-070, 42.17.310 and the San Juan County Personnel Rules, providing courteous and timely service.
10. Performs other related duties as required.

Knowledge of:

- GIS concepts, methods, and software (ArcView, ArcEditor, and ArcInfo) at an intermediate level.
- The theories, principles, and practices related to GIS, engineering, surveying, mapping, and land use planning.
- Geodatabase design and theory.
- Spatial analysis and topology tools and procedures.
- GPS systems and software.
- Database design and management practices.

Ability to:

- Meet deadlines, produce high quality work, and maintain a professional demeanor.
- Communicate effectively verbally and in writing to a diverse audience.
- Work independently, with minimal supervision, and exercise good judgment to ensure goals are met.
- Work effectively with others, listen to suggestions, and collectively agree on outcome.
- Create custom maps that are cartographically appealing and accurate.
- Program simple tools using ArcObjects, Visual Basic, or other programming languages.
- Demonstrate strong analytical, troubleshooting, and problem solving skills.
- Demonstrate aptitude for accuracy and attention to detail.
- Demonstrate integrity, ingenuity, and inventiveness.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Work requires frequent sitting and operation of a computer. It also involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to differentiate colors or adjust focus.

The employee is occasionally required to lift objects weighting up to 10 lbs or more. The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field.

**EQUIPMENT REQUIREMENTS:**

Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Computer	7.5	X		
Telephone	.35	X		
Copy machine	.10	X		
Fax	.05	X		
GPS Data Collector	4.0			X

**WORKING CONDITIONS:**

Work is performed in a normal office environment and outdoors where inclement weather is possible. May be required to travel via small boat or small airplane. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.