



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

GIS ANALYST I OR II
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Information Services

LOCATION: Countywide

SALARY: **Level I -** Range 68 \$4357 \$4576 \$4803 \$5037 \$5294
Level II - Range 72 \$4787 \$5031 \$5276 \$5536 \$5815

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to employee portion of retirement.

DEFINITION: To develop, implement, configure, manage, maintain, coordinate and troubleshoot and improve the County of Inyo Geographical Information System (GIS) including computing hardware, operating system software, GIS-specific Internet/web environments, GIS software tools, and GIS and related databases; to perform cadastral drafting work and maintain parcel maps to support the Assessor; to review GIS requests, business needs and processes within the organization in order to recommend, prioritize and implement solutions; and to function as a positive and cooperative team member in a dynamic work environment. Receives direction from the Director of Information Services.

ESSENTIAL JOB DUTIES: Acts as liaison and primary resource between in-house users, commercial software/hardware vendors and consultants; provides technical expertise and overall perspective; ensures adherence to design specifications and Information Services defined and professional standards and methodologies. Completes daily operations tasks as assigned; provides hands-on support for designated user requests; conducts the work necessary to complete/implement assigned projects including GIS and related database management. Confers with and conducts meetings with a variety of user groups to gather all necessary information and documentation; facilitates the information flow and implementation activities across departmental and/or organizational lines as necessary. Defines and documents requirements for data, operational processes, logical processes, operating software and hardware, system integration, internal and external checks and controls and user expectations within the context of budgetary, technology and resource constraints. Meets with user groups on a periodic and regular basis to discuss system expectations; conducts feasibility studies including needs and cost/benefit analyses to evaluate the impact of desired and required changes. Researches and analyzes available technology as appropriate; documents and reports findings and recommendations. Identifies, analyzes, recommends, and implements opportunities to deploy GIS technology to transform and improve the delivery of County services. Analyzes environmental and system security based on current and anticipated operational needs and legal requirements; implements changes as directed. Writes and maintains technical specifications and procedures for assigned systems/projects and in support of technical staff and user groups. Develops and executes project plans for given assignments. May pursue GIS-related grant and other funding opportunities by identifying needs, researching funding prospects, developing requests for funding and otherwise administering the application and post-application processes. Other related duties may be required as assigned based on skill set and experience.

EMPLOYMENT STANDARDS

Education/Experience:

GIS Analyst I: A High School diploma or equivalent with at least one year of experience in drafting, mechanical design automation, computer-aided design, cadastral mapping, or advanced technical work associated with GIS or parcel mapping.

GIS Analyst II: An Associate of Science or Associate of Applied Science degree from an accredited college with major coursework and training in geographic mapping, automated mapping, cadastral mapping, GIS or a closely related field, with at least two years of experience in drafting, mechanical design automation, computer-aided design, cadastral mapping or GIS.

Knowledge of: Geographical information systems, schemas and structures; cadastral mapping; computer science/software engineering; database management; geography; cartography; surveying; community planning; environmental sciences.

Ability to: Manage and maintain GIS and related databases/datasets; collect and analyze raw GIS data (which may be numeric, narrative, graphic, etc.) in relevant terms (parcel dimensions and locations, vegetation density, etc.); author simple to more complex GIS data processing macros/scripts; convert data formats and parse data; maintain GIS related web sites, produce relevant maps and/or presentations as requested, maintain and operate GIS specific hardware and software as well as general productivity software, communicate clearly both verbally and in writing, work cooperatively with members of the Information Systems staff and those contacted in the course of work in a spirit of collegiality, lead others in complex analysis and projects, successfully accommodate multiple projects concurrently, perform well under tight schedules and during periods of intense expectations.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Typical Physical Requirements: Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, climb and descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with County staff and management, as well as with the general public.

Special requirements: Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check and physical examination prior to employment.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.