



City of Kenmore

GIS Analyst

SUMMARY

Under general supervision, this position updates, compiles, and analyzes large, complex multi-layered geo-spatial data sets on the City Geographic Information System (GIS) database; maintains GIS data servers; ensures the integrity and security of the City's GIS database; creates special purpose maps and GIS products; provides technical expertise in developing operational and application solutions; supports mobile GIS applications; and manages GIS projects. This position conducts its duties as part of the Environmental Services team; however, GIS support is provided to all City departments. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work as part of a team to comply with NPDES permit conditions, which includes but is not limited to managing data, implementing & supporting GIS applications, and producing maps & documentation for the following programs:
 - Stormwater planning data management and map production
 - Public Education and Outreach
 - Public Involvement and Participation
 - MS4 Mapping and Documentation
 - Illicit Discharge Detection and Elimination
 - Controlling Runoff from Development and Construction Sites
 - Operations and Maintenance
 - Source Control Program for Existing Development
 - Total Maximum Daily Load (TMDL)
 - Monitoring and Assessment
 - Future Permit Update Requirements
- Develop, analyze, and maintain a wide variety of GIS information and layers important to managing Public Works and city assets, Public Works and city asset inventories and other Public Works and citywide GIS programs
- Assists with management of the Public Works asset management system and city's service request system (Cityworks)
- Performs moderate to complex duties in support of City and departmental Geographic Information Systems (GIS) analysis, functions, processing, application design, development, and testing of GIS software, hardware, and geospatial data management systems
- Analyzes business needs of internal departments to define appropriate GIS products or services; designs and creates maps

- Analyzes GIS application needs of departments by reviewing existing digital data and manually maintained data; identifies GIS digital data needs; performs complex or specialized data conversions, and determines type of work necessary to complete the project application
- Designs and develops GIS project application procedures and custom programming as required; writes, tests, and executes those programs
- Performs moderate to complex GIS analysis and geo-processing functions, including input, editing, manipulation, management, and analysis of spatial and tabular data; maintains data quality-assurance and quality-control standards
- Performs and monitors spatial database processes, versioning, data backup, security, and archiving; monitors and tests data catalog for accuracy and usability; monitors system performance and maintenance
- Prepares reports, maps, charts, and metadata to describe programming procedures, data requirements, and software functions
- Assists with web map application configuration, interactive application development, user-acceptance testing, and training
- Assists with the automation of repetitive geo-processing and map production tasks through the creation of automated workflow models
- Trains staff and promotes the effective use of GIS products, datasets, and interactive-viewers; contributes to the development of training materials
- Organizes data acquisition and coordinates enterprise-level GIS services, policies, standards, and procedures with City professionals
- Operates GIS equipment, including large format printers, storage media, and viewing devices
- Assists with updating, revising, design, and maintenance of maps, surveys, plats, legal descriptions, codes, decisions, and reports
- Supports in the interpretation, digitization, acquisition, and processing of remotely sensed data, aerial photography, and satellite imagery
- Researches and collects data from city and non-city sources for applications, products, and services
- May collect field data using a Global Positioning System (GPS) or other equipment as needed
- Work is performed with considerable independence and may be checked to assure adherence to instructions and conformance with established departmental policies, procedures, and quality assurance standards
- The work is performed in an office environment with some field trips to locations throughout the county for the purpose of data collection, quality control, and to increase understanding of projects
- Prepares for and provides GIS support during emergency situations including floods, earthquakes, and storms
- Develop, analyze, and maintain a wide variety of GIS information and layers important to managing Public Works assets, Public Works asset inventory and other Public Works and citywide GIS programs
- Perform other duties assigned

QUALIFICATIONS

Knowledge & Skills:

- Problem solving is a must for this position
- Current GIS technologies and industry trends
- Analytical, problem-solving, and troubleshooting skills
- Visual communication and data mapping theories
- GIS application development, programming, and/or GIS related technologies
- GIS production of complex cartographic and other spatial data displays
- GIS web-mapping applications served to internal and external users
- Project management, planning, organization, and customer service skills
- Database techniques to process and analyze geo-spatial datasets
- Scientific research and data collection techniques
- User Acceptance Testing, metadata, hardware/software configurations, and GIS standards
- Communicate effectively by oral, written, and by other graphical means
- Apply critical thinking and problem solving skills to business needs
- Learn new programs, platforms, and tools to finish specific analysis and tasks
- Complete multiple competing projects and meet deadlines
- Basic understanding of the disciplines of city departments and their divisions

Abilities:

- Interpret, apply, and communicate rules, regulations, laws and ordinances
- Read construction-related drawings and documents
- Conduct mathematical computations using algebra and geometry
- Work productively and cooperatively both independently and as a member of a team,
- Serve as a representative and convey a positive image of the City and its services
- Work with GIS and other related computer programs

Physical Abilities:

The position requires moderate activity. Requires sufficient ambulatory ability to walk to project locations (often over uneven surfaces), to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to read three-dimensional and detailed drawings. Requires verbal and auditory ability sufficient to carry on conversations with others and deliver presentations to groups.

Education and Experience:

- Bachelor's Degree in GIS, geography, computer science, engineering, planning, natural resources or related field;
- AND one (1) year of GIS or automated mapping experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities

Licenses and Certificates

- A valid driver's license is required in order to drive to various locations to perform work at various sites throughout the City of Kenmore and to other locations throughout King County.

ADDITIONAL INFORMATION

- **Work Environment** – Work is predominantly performed indoors; however, occasional outdoor work may involve exposure to all weather conditions while conducting activities such as field data collection and verification of GIS related field assets. This position may be exposed to uneven terrain, traffic, open bodies of water, wildlife, and vegetation.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Environmental Services

FLSA: Non-exempt

City of Kenmore

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