



**City of Salisbury  
Department of Information Services  
GIS Analyst**

**Salary: \$44,400.00 per year**

**Full Benefits**

**Full Time (35 hrs. per week)**

**Situated between the Chesapeake Bay and Atlantic Ocean is the capital of the Eastern Shore, Salisbury, Maryland. With a population of approximately 32,000, Salisbury has become home to a very diverse community of people. Whether it is for the vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, or globally known corporations people are coming from all over to be a part of this ever changing town. You may be interested in this posting.**

**Duties:** Position is responsible for performing technical work in order to support, maintain and develop spatial data systems and applications for the City of Salisbury. Additionally, this position is expected to perform cartography, data analysis and other duties as assigned. This position coordinates with City Departments to ensure accurate and adequate spatial data is obtained for the City's geodatabase. Performs other duties as required. For a full description of duties and responsibilities please see the job description.

**Requirements:** Bachelor's Degree in Geography, Computer Science, Environmental Sciences or other related field is preferred with at least three years of GIS experience. Applicant must be proficient in the following software platforms: ArcMap, ArcServer, ArcOnline and SQLServer. Equivalent training, education and experience will be considered. Position requires drug Screening and a valid driver's license.

**Closing Date:** Open until Closed

**APPLY:** Submit City application (<http://www.ci.salisbury.md.us/i-want-to/apply>) and resume or cv to:

Human Resources Dept.  
125 N. Division St.  
Salisbury, MD 21801  
410-548-1065 Fax: 410-548-3748  
Web site: [www.salisbury.md](http://www.salisbury.md)  
E-mail: [jobs@salisbury.md](mailto:jobs@salisbury.md)

## City of Salisbury Classification Description

Classification Title: GIS Analyst  
Department of Information Services  
Date: 04/10/2017

Pay Grade: 10  
FLSA Status: NE

### **General Statement of Job**

Position is responsible for performing technical work in order to support, maintain and develop spatial data systems and applications for the City of Salisbury. Additionally, this position is expected to perform cartography, data analysis and other duties as assigned. This position coordinates with city departments to ensure accurate and adequate spatial data is obtained for the City's geodatabase. Performs other duties as required

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Manage and organize GIS datasets in an enterprise geodatabase environment.
2. Develop maps and reports and perform spatial and statistical analyses.
3. Develop programs to automate repetitive manual processes.
4. Research emerging technologies and equipment; participate in the development of technical specifications for new products and services.
5. Designing, developing, testing, documenting, and certifying applications, programs and systems functionality.
6. Managing individual data and application's development projects.
7. Providing support for GIS data conversion, systems integration and systems and application's development and implementation
8. Consulting with users, management, vendors, and other GIS staff to determine needs and system requirements.
9. Assist with formulating and reviewing GIS plans.
10. Assist with preparing operational budgets.
11. Assist with the design, development (implementation) and maintenance of the organization's GIS.
12. Creating and maintaining (updating and enhancing) the programs that run the applications to satisfy specific user needs in the organization, taking full advantage of GIS platform functions and applications.
13. Coordinating the installation and testing of applications programs and writing the documentation that describes the operating procedures for using them.
14. Maintaining and managing GIS software and hardware and "troubleshooting" problems that occur in software and hardware.
15. When required, independently preparing information products to support the organization's needs.
16. Providing technical support related to the data transmission networks of the organization.
17. Providing (or supplementing) GIS training activities and providing technical support to GIS users.
18. Performs other duties as assigned.

## **Required Education and Experience**

1. Bachelor's Degree in Geography, Computer Science, Environmental Sciences or other related field
2. Three years of GIS experience
3. Or equivalent training, education, and/or experience.
4. Proficient with the following platforms; ArcMap, ArcServer, ArcOnline and SQL Server.

## **Required Knowledge, Skills and Abilities**

1. Working knowledge of City of Salisbury's policies and procedures
2. Act as a representative of City of Salisbury to the public
3. Advanced cartography skills
4. Proficient with GIS workflow processes and QA/QC procedures
5. Proficient creating GIS data layers and working with enterprise geodatabases
6. Proficient developing scripts and tools using Python, or other scripting languages
7. Proficient with publishing services and maps online via ArcServer and ArcOnline
8. Experience with internet development applications
9. Experience writing and administering SQL, Arcpy, Java, C++, HTML and XML or other script related to the setup, configuration and administration of GIS applications
10. Proficient with Microsoft Office Suite
11. Effectively and accurately make reasonable and logical judgments
12. Effectively prioritize workload
13. Attention to detail
14. Effectively communicate with other staff members and maintain effective working relationships with other professionals

### **Certificates, Licenses, Registrations, Skills:**

Valid Driver's License

### **Physical Requirements:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper, books or other materials (up to 20 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as residential or commercial buildings, e.g., use of safe work place practices, observance of fire and building safety regulations, avoidance of trips and falls, and observance of traffic signals when driving.

---

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.