



DEPARTMENT OF

INFORMATION SERVICES

Data Analyst

Salary: \$61,247 – \$66,296

Type: Full Time

Benefits: Full Benefits

Date Posted: 3/5/2025

About IS

Our mission is to provide efficient, centralized, and cost effective municipal information services to the Divisions and Departments of the City, in turn helping them to provide services to citizens. Furthermore, we intend to be good stewards of public resources in order to enhance the quality of life in the City of Salisbury. The Department of Information Services has three divisions: the Information Technology division, Geographic Information Systems (GIS), and the Connectivity division.

Profile

This position is under the general supervision of the Assistant Director of Information Services: GIS and focuses on collecting, accessing, analyzing, and visualizing data from diverse sources. The position involves managing interactions with multiple servers and online platforms to ensure the availability and seamless flow of information. Leveraging the City's GIS services and non-GIS business analytics tools, this role supports City departments by delivering data-driven insights and visualizations. Responsibilities include maintaining the functionality of the division's server and online applications such as viewers, dashboards, HUB sites, and business analytics platforms while promoting service automation through platform-appropriate scripting. The position also entails creating maps, charts, graphs, and reports to assist all City of Salisbury departments.

Education

- Bachelor's Degree in Mathematics, Computer Science, Geography (GIS Track) or other related field or equivalent training, education and experience.

Experience

- Two years of performing analysis/analytics is preferred, or equivalent training, education and experience.

Requirements/Certifications

- Proficient in ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online.
- Experience with MS Power BI and MS Excel.
- Knowledge of database management.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Data Analyst

Grade: 11

Department: Information Services

FLSA Status: NE

Date: 01/15/2025

Position Profile:

This position is under the general supervision of the Assistant Director of Information Services: GIS and focuses on collecting, accessing, analyzing, and visualizing data from diverse sources. The position involves managing interactions with multiple servers and online platforms to ensure the availability and seamless flow of information. Leveraging the City's GIS services and non-GIS business analytics tools, this role supports City departments by delivering data-driven insights and visualizations. Responsibilities include maintaining the functionality of the division's server and online applications such as viewers, dashboards, HUB sites, and business analytics platforms while promoting service automation through platform-appropriate scripting. The position also entails creating maps, charts, graphs, and reports to assist all City of Salisbury departments.

Duties and Responsibilities

Administration/ Task Completion: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

Data Management and Analysis:

- Collect, organize, and manage datasets across environments such as enterprise geodatabases, SQL databases, and non-structured formats.
- Perform spatial and statistical analyses to create detailed maps, charts, graphs, and reports for internal use and public transparency.
- Identify patterns and trends to support resource optimization and decision-making.

Automation and Application Development:

- Develop and implement scripts to automate repetitive tasks and streamline workflows using Python, SQL, or other programming languages.
- Design, develop, test, and maintain applications, dashboards, HUB sites and business analytics tools.
- Manage data conversion, system integration, and application development projects.

GIS Infrastructure Maintenance:

- Maintain the GIS server array, troubleshoot software and hardware issues, and ensure continuous system availability.
- Assist in the development and enhancement of the organization's GIS infrastructure, including ArcGIS Pro and ArcGIS Enterprise.

Collaboration and Support:

- Work with city departments to understand data analytics needs and provide tailored solutions.
- Ensure secure and efficient information flow while maintaining data privacy and security standards.

Skills Proficiency/ Technical aptitude: Skillful in use of tools, hardware, software, and equipment.

- Proficient in ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online, and other ESRI products, with a strong understanding of their integration and application in geospatial analysis and data management.
- Proficient with data analysis workflow processes and data QA/QC procedures.
- Proficient in the collection, creation, modification and verification of data layers to include both spatial and non-spatial datasets.
- Proficient developing scripts and tools using Python, or other scripting languages.
- Strong skills in Python, SQL, and familiarity with scripting languages like R, JavaScript, and HTML.
- Experience with data visualization tools such as MS Power BI and MS Excel.
- Knowledge of database management, particularly MS SQL.
- Effectively and accurately make reasonable and logical judgments.
- Strong analytical, problem-solving, and attention-to-detail skills.
- Ability to prioritize workload and manage multiple projects simultaneously.

Development/ Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Engage in ongoing training and certification programs to stay current with technologies used in position, industry best practices, and emerging trends.
- Participate in professional organizations and conferences to enhance skills, expand professional networks.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Mathematics, Computer Science, Geography (GIS Track) or other related field, and two years of performing analysis/analytics is preferred, or equivalent training, education and experience.

Physical Requirements

- This position requires infrequent lifting of moderately heavy items, such as equipment, boxes (up to 20 pounds) and occasionally requires stooping, bending and crawling..
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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.