



Data Analyst

Department of Information Services

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$62,472- \$67,622	Full-Time	Mon-Fri 8:30AM-4:30PM	9/14/2026	Full

DEPARTMENT PROFILE

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, Data Services, and the Connectivity division.

POSITION PROFILE

The Data Analyst position is under the general supervision of the Assistant Director of Information Services. The Data Analyst supports City operations by administering GIS and business analytics platforms, maintaining geospatial and operational data, and delivering data-driven tools and insights across City departments. Core responsibilities include managing ArcGIS Online and Enterprise environments, maintaining dashboards, applications, HUB sites, automating workflows, and ensuring data quality and security.

EDUCATION/EXPERIENCE

Bachelor's degree in Geography (GIS), Computer Science, Mathematics, or a related field preferred, with a minimum of two (2) years of relevant experience preferred.

REQUIREMENTS / CERTIFICATIONS

Equivalent training and experience will be considered

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore



City of Salisbury, MD

Classification Description

Classification Title: Data Analyst

Grade: 11

Department: Information Services

FLSA Status: E

Date: 09/15/2026

Position Profile:

This position is under the general supervision of the Assistant Director of Information Services. The Data Analyst position supports City operations by administering GIS and business analytics platforms, maintaining geospatial and operational data, and delivering data-driven tools and insights across City departments. Core responsibilities include managing ArcGIS Online and Enterprise environments, maintaining dashboards, applications, HUB sites, automating workflows, and ensuring data quality and security.

Duties and Responsibilities

Administration/ Task Completion: Holds self-accountable for assigned responsibilities and sees tasks through to completion in a timely manner. The duties described below are indicative of what the Data Analyst may be asked to perform, other duties may be assigned.

Data Management and Analysis:

- Collect, organize, and maintain datasets across enterprise geodatabases, SQL databases, and unstructured formats.
- Perform spatial and statistical analyses to produce maps, charts, and reports for internal and public use.
- Apply data QA/QC procedures to ensure accuracy and integrity across all managed datasets.

Automation and Application Development:

- Develop and maintain scripts to automate workflows and repetitive tasks using Python, SQL, or Power Automate.
- Design, build, test, and maintain dashboards, web applications, and HUB sites.
- Manage data conversion, system integration, and application development projects from inception to delivery.

GIS Infrastructure Maintenance:

- Administer the GIS server environment, including software updates, security patching, and troubleshooting.
- Maintain availability and performance of ArcGIS Online, ArcGIS Enterprise, and business analytics platforms.
- Assist in planning and enhancing the organization's GIS infrastructure.

Collaboration and Support:

- Partner with City departments to identify data needs and deliver tailored solutions.
- Provide technical support and training to City staff on GIS and analytics tools.
- Maintain data privacy and security standards across all platforms.

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

- Proficiency in ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online required.
- Strong working knowledge of Python and SQL; familiarity with JavaScript a plus.
- 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.
- Effective written and verbal communication skills; ability to convey technical information to non-technical audiences.

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: Employees are expected to demonstrate accountability, initiative, sound judgment, and a collaborative approach to working with colleagues and City stakeholders. Commitment to continuous learning, data integrity, and professional conduct are essential to this role.

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listen 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 Geography (GIS), Computer Science, Mathematics, or a related field preferred, with a minimum of two (2) years of relevant experience preferred. Equivalent training and experience will be considered.

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