

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

DEFINITION: Under general direction, performs work of moderate difficulty with responsibility to develop, design and maintain the Geographical Information System data bases for assigned departments within Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops, maintains and manages the Geographic Information System (GIS) data bases; designs reports, tables and computer forms, and analyzes and edits structure; collects data from field and other sources and keys data into computer; designs, plots and produces maps from collected and digitized data; develops and manages automated map libraries and data dictionaries, including digitized maps, aerials, and other geographic information; develops, documents and implements procedures for the GIS database administration.

Installs, upgrades and configures geographic information system related software; recommends the acquisition of computer hardware systems and software applications; sets up, configures and maintains computer hardware systems; may manages computer and GIS systems in a network environment.

Assists GIS Technicians with technical problems regarding GIS software; assists users in using specialized software applications, such as data bases spreadsheets and word processing; assists users in ad hoc report development and generation; may act as lead on special projects.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of installation, maintenance and upgrading of GIS and related software and peripherals. Knowledge of federal, state, and Navajo Nation laws, rules, regulations and guidelines related to computer and software utilities.

Knowledge of advanced computer programming and systems analysis.

Knowledge of technical journals and manuals related to the installation, repair, maintenance and upgrading of computer hardware, software and peripherals.

Knowledge of the tools and equipment utilized in the installation and repair of computer hardware, software and peripherals.

Knowledge of data processing software applications.

Skill in planning and implementing automated computer systems and programs.

Skill in overseeing and performing systems analysis, programming and customizing computer software.

Skill in providing direction and instruction in the use of computer applications and software.

Skill in utilizing verbal and written communication.

Skill in reading, understanding and interpreting technical manuals.

Skill in analyzing, diagnosing and resolving computer systems and network problems.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing up to 50 pounds with potential exposure to dirty, heat, and humidity when installing computer cabling in ceilings or crawl spaces.

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MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Computer Science or related field; and two (2) years of experience in GIS operations or computer-aided design.

PREFERRED QUALIFICATIONS:

- Two (2) years of progressive GIS experience.
- ArcGIS Desktop training.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.