CITY OF LYNDEN

JOB DESCRIPTION

TITLE: GIS Analyst/Planning Assistant
FLSA: Non-Exempt
REPORTS TO: Planning & Community Development Director

DEPARTMENT: Planning
UNION:

GENERAL PURPOSE
Performs a variety of routine and complex technical and professional work in the development, maintenance and implementation of the City's Geographic Information System (GIS) in support of various City departments and functions; performs various technical planning duties in support of Planning Department functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GIS Data Management and Research
- Builds, edits, and manages the City GIS data layers for use by all City departments; creates and digitizes new map layers when needed.
- Imports, exports or translates data between graphic file formats.
- Performs data research and provides quality control.
- Creates custom map products for internal and external use.
- Creates and analyzes spatial data for internal custom projects when required or requested by specific departments within the City.
- Updates and maintains Tempest/Prospero database.
- Manages utility assets in both GIS and Utility Asset Management System.
- Updates Police Department's AEGIS system-mapping module as needed.
- Designs and creates reports of data obtained through spatial analysis.
- Researches parcel numbers, land/structure/occupancy files, legal descriptions and map locations to verify addresses and geographic coding.

Planning Research and Assistance
- Assists planning staff in conducting technical research studies and preparing statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Assists in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs or requirements as assigned.

OTHER DUTIES
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning and geographic information systems.
- Provides support to the Planning Commission, Board of Adjustment, and Design Review and other City boards and commissions as needed and assigned.
- Performs other related duties as needed and assigned.

Updated: January 2015
MINIMUM QUALIFICATIONS

Education and Experience
- Graduation from a four-year college or university with a degree in land-use planning, urban planning, geographic information systems, geography, or a closely related field; **AND**
- Minimum of two (2) years of practical experience with GIS systems, preferable in a municipal or utility setting. Experience with ESRI products preferred; **OR**
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills and Abilities

Knowledge of:
- Principles and practices of GIS relational database design, development, implementation, administration, and maintenance.
- Relational database management design and development.
- ERSI software, AutoCAD/ArcGIS and other mapping software as well as methods for updating graphic data.
- ArcGIS Server operations including administration, service types and permissions and how to access the services.
- Planning and zoning, including concepts, terminology, and processes.
- Various standards for addressing, asset management, and emergency services.

Skills & Ability to:
- Translate CAD data into GIS data.
- Read, write, and modify application code.
- Operate, maintain and troubleshoot software and hardware, including but not limited to ArcMap, online applications, handheld GPS unit, large plotter and scanner.
- Work independently and to prioritize work to meet deadlines.
- Research and resolve land/zoning questions and records issues.
- Provide support to system users regarding custom data and mapping projects.
- Research, analyze and evaluate new service delivery methods and techniques.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate in a clear, concise manner, both orally and in writing.
- Represent the City in a positive and professional manner.
- Support and promote the City's mission, vision, and core values in all aspects of job performance.

Special Requirements
- Must have a valid driver's license and appropriate insurance at the time of hire for work related travel.
- Must pass appropriate background checks.

TOOLS AND EQUIPMENT USED
Persons in this classification are required to routinely operate the following equipment: personal computer and specific software/programs (MS Office, Word, Access, WordPress); GPS unit; HP Plotter; Document Scanners; ESRI software (desktop and server); Terrasync; pictometry; SQL Management Studio; Autocad Viewer; Visual Studio.
WORKING ENVIRONMENT AND PHYSICAL DEMANDS
Work is performed primarily in an office environment with occasional outdoor work in the inspection of various land use developments and construction sites. The office environment is relatively quiet with frequent periods of moderately noisy activity; the outdoor work may involve exposure to adverse weather conditions and moderate noise conditions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time, as well as to reach, bend, kneel, turn, twist, and to use hands to handle or feel objects, tools or controls. The employee is occasionally required to operate a vehicle and lift and/or move items up to 25 pounds.

The person in this classification must have the ability to talk and hear within normal ranges; be able to communicate via telephone; and possess close vision acuity, the ability to adjust focus and distinguish between colors (for map reading and development).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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<th>JOB DESCRIPTION APPROVALS</th>
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<td><strong>Approved By:</strong></td>
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<tr>
<td>Vanessa Roebuck</td>
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<td>Human Resources</td>
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<tr>
<td>Amy Hardwell</td>
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<td>Department Head</td>
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<td>Mike Shade</td>
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<td>City Administrator</td>
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Updated: January 2015