



Rogers County Planning Commission

200 S. Lynn Riggs Blvd.

Claremore, Ok 74017

918-923-4874

If interested, complete and [application](#) and return to the Rogers County Planning Commission or email to: [mrichardson@rogerscounty.org](mailto:mrichardson@rogerscounty.org)

**Job Title:** GIS Analyst

**FLSA:** Non-Exempt

**Department:** Planning Commission

**Reports to:** Director of Planning

**Salary Range:** \$45,000 - \$50,000

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

**General Purpose:**

The Rogers County Planning Commission is seeking to hire a knowledgeable and experienced GIS professional for a GIS Analyst position. The GIS Analyst will support the Planning Commission Department, as well as other departments, as required. The individual will work in a collaborative effort with the Director of Planning and provide quality work that will be utilized by county departments, the general public, and other agencies.

**Essential Functions:**

- Manages and updates the E-911 Address Database for the first responders in the area.
- Provides information and assistance to staff, citizens and outside agencies assigning, verifying, and enforcing E-911 addresses.
- Creates, forwards, and follows up on notifications regarding the addressing ordinance.
- Manages and updates the Zoning Mapping Database as well as other existing GIS Databases
- Utilizes Geographic Information System (GIS) techniques to provide a better understanding of certain variables in each geographic location.
- Provides maps and data sets to county personnel or clients to supplement analysis.
- Designs or prepares graphic representations of GIS data, using GIS hardware or software applications.
- Analyzes GIS data to identify spatial relationships or display results of analysis, using maps, graphs or tabular data.
- Enters data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
- Reviews existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- Interprets aerial or orthophotography.
- Creates and maintains back up files needed for addressing.
- Performs all other duties as assigned.

**Knowledge, Abilities and Skills:**

- 2 years minimum experience with ESRI software products (ArcGIS)
- Strong understanding of Legal Descriptions
- Strong understanding of 911 Addressing
- Working knowledge of Python Scripting
- Ability to juggle multiple projects with superb accuracy.
- Human relations skill to work cooperatively with diverse teams, exercise excellent customer service and patience when dealing with internal and external customers and convey technical concepts.
- Knowledge of the principles and methods used for describing the features of land, including their physical characteristics, locations and the interrelationships with one another.
- Independently perform all the tasks and duties of the position.
- Understand the basic policies and procedures associated with the department.
- Receive and properly control sensitive, confidential, and private information.

Thorough knowledge of automated mapping and information processing methods and techniques; thorough knowledge of the capabilities of automated mapping and geographic information systems (GIS); thorough knowledge of cartographic principles, automated mapping, geographic information system database design and structure; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of standard software of the trade; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to compute rates, ratios and percentages; ability to troubleshoot GIS issues for department and citizens; ability to complete various reports; ability to organize and prioritize work; ability to establish and maintain effective working relationships with associates and the general public.

**Minimum Qualifications:**

## Education and Experience

Graduate from an accredited college or university with a bachelor's degree in GIS, Geography, or closely related field plus two (2) years of experience in GIS.

Preference will be given to candidates who possess ArcGIS Pro Foundation 2101 Certification

Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

**Tools and Equipment Expertise:**

## Equipment

- Personal computer with word processing, spreadsheet software, presentation programs, copy machine, printers, fax machine and phone
- Large-format plotters
- Large-format scanners

## Software

- ArcGIS 10+, ArcGIS Pro, ArcGIS Online

- Google Earth

**Physical Demands:**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal to hectic.

*The 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.*

*The duties listed are intended only as 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, relevant, related or a logical assignment to the position. Consideration for employment must include the submission of a Rogers County application; in addition, the rating of education and experience, oral interview and reference checks, and related job test may be required.*