



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
1/1/2005;01/01/06
01/01/07

JOB TITLE: GIS Analyst

DEPARTMENT: Public Works

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$16.37 - \$24.61/hour

LEVEL: 20

Position is responsible for activities and work related to the development of a geographic information system.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for activities and work related to the development of a geographic information system including roadways, drainage, flood plain and other facilities for various user departments and agencies.
- Uses geographic information systems and mapping software programs to associate data with computerized maps.
- Design and produce presentation materials.
- Coordinates collection and creation of data for use with geographic information system.
- Supervises, trains, evaluates, and coordinates activities of GIS Specialist.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- B.S. Degree in one of the following areas: Mechanical Engineering, Electrical Engineering, Information Systems, Data Processing or related field from an accredited college or university.
- Four (4) years of experience and education directly related to CAD (Computer Assisted Design) or four (4) years of experience and education directly related to data processing or information systems may be substituted in lieu of a college degree.
- One (1) year of LAN (Local Area Network) experience with various software packages, i.e. word processing, e-mail and spreadsheets is required for the GIS function.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally, and in writing, with persons at all levels.

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 will experience physical requirements similar to those associated with a business office environment.