

GIS ANALYST

General Statement of Duties

Performs skilled work in geographic information system (GIS) operations across multiple Town departments.

Distinguishing Features of the Class

An employee in this class ensures accurate spatial data collection, analysis, and visualization to support decision-making and enhance service delivery for the Town of Kernersville community. Responsibilities include supporting the maintenance of GIS databases to create and manage GIS maps, reports, and visualizations that support departmental projects and goals. Work is performed under the regular supervision of the GIS Administrator and duties are reviewed through verbal and written feedback, as well as performance appraisals.

Illustrative Examples of Work

Supporting maintenance of GIS databases, ensuring data accuracy and integrity.

Collaborate with various government departments to create and manage GIS maps, reports, and visualizations that support departmental projects and goals.

Analyze spatial data to identify trends, patterns, and insights for municipal planning, resource allocation, and emergency response.

Assist in the integration of GIS technology with other IT systems to streamline workflows and improve efficiency

Provide technical support and training to staff in other departments on GIS tools and applications.

Troubleshoot GIS-related issues and maintain system functionality.

Maintain metadata and documentation for GIS data/datasets.

Knowledge, Skills and Abilities

Proficiency with GIS software such as ArcGIS, QGIS, or similar platforms.

Strong understanding of spatial data analysis, mapping principles, and cartography.

Knowledge of database management systems and data conversion techniques (e.g., SQL, geodatabases, referenced feature classes)

Excellent problem-solving and analytical skills.

Ability to effectively communicate technical concepts to non-technical users

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, read extensively, visually inspect small defects or parts, operation or inspection of machines, use measurement devices, and assemble parts at distances close to eyes.

The worker is subject to both inside and outside conditions.

Desirable Education and Experience

A Bachelor's degree in Geography, Geographic Information Systems, Information Technology, or a related field; or equivalent education and experience. Previous experience in a government or public service setting and familiarity with programming or scripting languages (e.g., Python) to automate GIS tasks.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2025