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POSITION ANNOUNCEMENT

Position Title: GIS Analyst
Department: Support Division
Job #: S0214-19 – Open to Public
Salary Range: \$2,476 to \$3,406 - Bi-weekly with Benefits
Closing Date: Open Until Filled
FLSA/Career Status: Exempt/Classified/Non-uniformed
Work Schedule: 40 hour work week/Times of workday vary and on-call is required
Selection Process: Review and Screening of Application/Resume
Written Exercise(s) & Screening as applicable;
Additional Documentation (when requested)
Interview(s) of selected candidates – Pass/Fail
Background Investigations – acceptable/unacceptable;
Drug Screen – acceptable/unacceptable

APPLICATIONS AND RESUMES MUST BE SUBMITTED ELECTRONICALLY AT WWW.POUDRE-FIRE.ORG

Summary: Our ideal GIS Analyst documents, coordinates, plans, installs, implements, tests, and maintains databases and applications related to Poudre Fire Authority's Geographic Information System. This includes spatial analysis, data entry, object manipulation, integration from other platforms and applications, and output production of digital printed maps and mobile map services used in front line fire apparatus.

The GIS Analyst requires the knowledge and application of a body of GIS theories and principles. This individual will perform technical level work related to creating, maintaining, displaying, and the GIS used in the Computer-Aided Dispatch (CAD) system for the purpose of production of updated electronic and hardcopy maps.

Essential Duties and Responsibilities: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive.

- Knowledge of and adherence to PFA Core Values, Mission & Vision.
- Assist fire service Accreditation including Standards of Cover (SOC) studies and analysis.
- Work with our mapping manager to meet the needs of first responders. Our mapping manager is the liaison between GIS and Operations.
- Provide exceptional, responsive and visionary customer service.
- Works independently and with other team members to maintain complex data systems.
- Remains up-to-date with changes in user and system software and hardware requirements.

- Develop technical platform specifications and budgetary projections to support long-term priorities and goals as they relate to the GIS needs of the Poudre Fire Authority.
- Performs project management and oversight for the implementation of specialized mapping programs and applications.
- Creates maps displaying statistical data from fire department databases and extracts statistical and other GIS data for specific areas used for department decision making, future fire department planning and grants.
- Trains and educates users on a variety of applications, products, and services.
- Coordinates regularly with managers, users, and advisory committees regarding GIS applications.
- Provide needed support in this high-availability (24/7) emergency services environment.
- Responds to the needs and questions of all users.
- Coordinates and participates in projects with the City of Fort Collins, Platte River Power Authority, Colorado State University, Verizon Wireless, Federal Emergency Management Agency (FEMA), Larimer Emergency Telephone Authority (LETA 911), Larimer County (Sheriff's Office), and the Colorado Civil Support Team (CST).
- Responsible for responding to after-hours system problems.
- May consult with other agencies on the development and use of system applications.
- Participates in IT/GIS team meetings and oversees the work of assigned staff.
- Develops, documents and implements policies and procedures for GIS applications.
- Use of complex drafting and drawing applications to implement and maintain a comprehensive geographic information system, which includes updating the base map layers and additional data layers.
- Develop GIS software tools to automate routine tasks to be completed more efficiently.
- Provide consultation and technical support on map feature detail, installation of map files to the mobile data terminals and tablets, and assist with development of cartographic products for fire operations and administration.
- Interact with other agencies to obtain and share data, and to ensure the data and software meets PFA needs and standards.
- Implement updates of new streets, business complexes, multi-unit housing, and other data from multiple sources in a timely manner.
- Assemble, organize, and digitize information into the appropriate GIS database by using multiple software applications and platforms.
- Develop documentation for all work performed including quality control procedures.
- Other duties as assigned.

Supervisory Responsibilities

This position is not responsible for the supervision of regular Poudre Fire Authority employees, but may oversee the work of assigned staff.

Qualifications: The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this job.

Knowledge, Skills, Abilities

- Organize and manage department wide GIS data including database design, data maintenance, mapping, research and analysis.
- ArcGIS for Desktop, ArcGIS Pro, ArcGIS Online and ArcGIS Extensions.
- The ability to automate essential tasks using different methods such as Modelbuilder, Python, SQL or .NET.
- Mathematical, statistical and analytical procedures commonly supported by system applications.
- Spatial projection techniques and standards.
- Principles and procedures of quality assurance and security related to computer information systems.
- Global Positioning Systems (GPS) concepts and procedures.
- Working knowledge of Apple iOS and Microsoft Windows platforms.
- Ability to organize and present technical information to users concerning applications, and to convey training information clearly and effectively to non-technical users and technical staff.
- Ability to communicate effectively, orally and in writing.
- Ability to read, analyze and interpret technical documents related to this environment.
- Ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with users, co-workers, managers and vendors.
- Ability to create and implement system standards / guidelines, and to adopt industry standards.
- Ability to effectively function in a fast-paced, mission critical public safety environment.
- Ability to separate complex problems into individual components, systematically eliminating possible causes until a resolution is discovered.

Education and Experience: Bachelor's degree in Geographic Information Systems or related field from an accredited college or university. Five or more years of related experience; or an equivalent combination of education and experience. Local government experience is preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulation. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, mathematical, or diagram form and to deal with multiple abstract and concrete variables. Ability to draw conclusions based on limited information when the resolution is not immediately obvious.

Certificates, Licenses, Registrations

- GIS certifications are preferred.
- A valid Colorado driver's license with a good driving record is required within 90 days.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

YOU MUST SUBMIT BOTH AN APPLICATION AND RESUME ELECTRONICALLY!

Submit Electronic Application with attached resume at www.poudre-fire.org.

THE POUFRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER