



GIS Analyst Job Description

The work environment and culture RSP has created will allow the person the ability to learn specific school planning GIS skills, but yet have the flexibility for them to become a leader in the school GIS field. The GIS Analyst position requires a diverse background in multiple disciplines. The person likely has a degree in Geography, Computer Science, Engineering, or Planning. Our clients and work that has to be done requires the GIS Analyst being a critical thinker, highly motivated, and able to figure out and implement practical solutions. Listed below are the specific duties and character traits.

Specific Duties Include:

- Data Collection and Analysis
 - Zoning
 - Existing and Future Land Use
 - Census and/or ESRI Business Analyst Online
 - Building Permit or Certificate of Occupancy Data
 - School District Data
 - State or other organizational data
 - Population projections (Student and/or People)
- Communication and/or Collaboration
 - GIS and Planning staff
 - City/County staff
 - Developers/Builders
 - Education Consultants
 - School District Administration
 - Board of Education Members
 - Community
- General Map Creation and Editing with ESRI Software
- Strong working ability of geospatial database management skills
- Ability to accurately Geocode addresses
- Ability to create and populate new data sets to include polygons that align with other datasets (Parcels, Roads, etc.)
- Utilization of geospatial statistics in projects
- Create / update documentation of each project
- Basic programming skills as it relates to ESRI products
- Creativity in providing analysis, maps, and/or tools that will help clients understand what is happening in their community
- Organizational Contributions
 - Working on multiple projects
 - Cost and Time Efficient Completion of projects
 - Utilizing Organizational Software for 24/7 knowledge of project status
 - Resource Allocation
- Writing articles for planning organizations
- Mentoring other GIS persons
 - Writing articles
 - Presenting at GIS organizations (Local, Regional, and National)
 - Overseeing GIS interns

Character Traits Include:

- Contributor to advancing school planning GIS
- Strives for consensus-building efforts
- Highly motivated and energetic
- Diligent, well organized and detail oriented
- Personable ability to effectively communicate
- Recognition of professional growth and career advancement opportunities