



Job Title: GIS Analyst I Variable (Part-Time) Position

Salary Range: \$23.74 – \$32.75 Hourly

Interested applicants should apply on-line at www.bellevuewa.gov no later than March 6, 2015.

Job Summary

The GIS Analyst I will be a member of a larger team of Analysts and Developers in the Geospatial Technology Services Team in the IT Department. The Analyst will work closely with the rest of the team, as well as other teams within the IT Department to provide GIS services supporting the planning, recreation, land-use, utilities, transportation, and public safety functions throughout the City. The Analyst will perform analysis, cartographic displays, database design and maintenance, scripting, and programming under supervision and guidance of Senior GIS Analysts. Successful candidates will have a strong GIS knowledge, a desire to serve the public, and enthusiasm to explore new techniques and technologies. Scripting knowledge is a plus.

The position is required to commit approximately 28 to 30 hours a month, not exceeding 130 hours per month. Hours per week may vary based on the team's commitments. The resource must be available to work during business hours (8 a.m. and 5 p.m.). The weekly schedule can be finalized based on the person's availability and the supervisor's discretion.

Primary Responsibilities

- Complete ad-hoc customer requests for GIS mapping, analysis, and data maintenance projects under the supervision of Senior GIS Analysts.
- Create and maintain technical and user documentation for service requests, projects, GIS processes and applications. Follow industry and team's best practices and standards for cartography and map/data generation.
- Keep team updated on workload.
- Perform data extraction, analysis, and load from Access, geodatabases, and enterprise relational databases.
- Perform project management tasks for small projects or modules of larger projects under the guidance of the Team Lead or Senior GIS Analyst.

Qualifications

- Advanced knowledge of ArcGIS Desktop software (preferably v10.2)
- 1-2 years of work experience using GIS analysis techniques, geographic data collection methods, cartography, and GIS data models preferred.
- Experience with SQL, MS Excel and/or MS Access preferable.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to research projects, summarize and present conclusions.
- Ability to self-train and trouble-shoot using online resources and adapt to the latest geospatial technologies.
- Ability to complete project tasks within specified timeframes.
- Ability to establish and maintain effective working relationships with the team.
- Ability to maintain confidential and sensitive information.

Physical Demands

- The physical demands and work environment 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.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

How To Apply

Click "Apply Now" to complete the application for this position. For further information about the job, please contact Laura Blechen via email at blechen@bellevuewa.gov or at 425-452-6933. Questions regarding the online application process should be directed to IT Help Desk at 425-452-4340.