

VALLEY CENTER MUNICIPAL WATER DISTRICT
GIS ANALYST

DEFINITION

Under general direction of the Senior GIS Analyst, incumbents provide professional level project management for a variety of capital improvement and developer funded projects for the District. In addition, incumbents administer and oversee the District's enterprise Geographic Information System (GIS) program and provide technical leadership and analytical support to District departments.

CLASS CHARACTERISTICS

This classification is a professional level GIS position responsible for advanced technical and programmatic duties performed primarily in an office environment. Incumbents oversee GIS-related components of capital improvement and developer funded projects; administer and enhance the District's enterprise GIS systems and applications; establish data standards and quality control procedures; oversee the work of applicable technical staff, consultants, and contractors; and provide strategic and technical support to District departments. Incumbents may perform technical GIS duties consistent with lower-level classifications as operational needs require. Field work may be performed periodically to support data validation or special projects.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Serves as a lead by prioritizing and assigning work and monitoring applicable technical staff.

Performs a variety of GIS analyses in support of planning, capital improvement projects, growth projections, environmental studies, and demographic analyses; compiles critical data in a variety of formats to generate and document solution alternatives for comparison, which may involve establishing relationships with other local agencies; makes modifications to data.

Administers and maintains the District's enterprise GIS environment, including applications, servers, web services, cloud platforms, security configuration, performance monitoring, backups, patches, and system upgrades; designs, implements, and enhances enterprise GIS applications, databases, web-based solutions, and data models, including feature classes, relationships, domains, subtypes, and attribute rules; establishes QA/QC standards, metadata requirements, and user access controls.

Researches and recommends software, hardware, applications, and process improvements relating primarily to GIS systems and associated technologies; conducts systems analysis; translates user requirements into functional specifications and technical solutions; evaluates alternatives and designs system enhancements; develops automation tools and scripts (e.g., Python/ArcPy, Arcade, JavaScript) and builds geoprocessing tools and web solutions to streamline workflows.

Provides GIS technical support, training, consulting, and leadership to District staff; organizes and delivers analytical mapping support for District projects; generates reports, maps, diagrams, and exhibits for presentation to the Board, public, agencies, and developers; offers guidance regarding CAD-to-GIS integration workflows as needed.

Plans and manages the District's GIS program; coordinates consultants and stakeholders; reviews work products for standards compliance; collaborates with engineering staff on CAD data exchange and integration; represents the District in GIS-related forums and interagency coordination efforts; assists in the preparation and administration of assigned budget.

Supports integration between GIS and enterprise systems including asset management systems, EDMS (Electronic Document Management System), and other business applications to enhance operational workflows and reporting; manages GIS data acquisition, including coordinate geometry, survey data, and aerial imagery; maintains geographically related components of enterprise systems; performs system maintenance, upgrades, or emergency support outside normal business hours when required.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices; GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis; database administration principles, methods and techniques; enterprise GIS system architecture; data governance standards; and integration of GIS with business systems; program and project management; engineering mathematics, including trigonometry; data collection and analysis methods; troubleshooting hardware and software problems; standard office practices and procedures; operation of standard office and engineering equipment including computers and related peripherals; software applications including office productivity software, spreadsheets, advanced GIS platforms, and familiarity with CAD software.

Ability to: Monitor and evaluate the work of subordinate staff; design, implement, and administer enterprise GIS systems and applications; perform advanced technical engineering/GIS support work in a variety of areas; prepare charts, graphs, cartographic products, and related technical materials; analyze engineering technical and statistical information, evaluate alternatives and make sound recommendations; prepare accurate records and notes, and clear and concise reports, correspondence and other written materials; troubleshoot system and program problems; translate operational and project requirements into effective GIS-based technical solutions; work independently as well as part of a team; read and interpret plans and specifications, maps, legal descriptions and related complex regulatory and technical information; understand and follow written and verbal instructions, communicate clearly and concisely both orally and in writing, including while using the District's radio communication system; establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's Degree in GIS, Civil Engineering, information systems, or a related field. A Bachelor's Degree in one of the above fields is desirable.

Experience: A minimum of four years of progressively responsible GIS experience; or an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL DEMANDS AND WORK ENVIRONMENT


The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, incumbents are regularly required to use hands to finger, grasp, feel, and use repetitive motions in order to operate office equipment. Incumbents are frequently required to sit, talk and hear. Incumbents are occasionally required to stand, walk, stoop, kneel, crouch or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: While performing the duties of this job, Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager

2/24/2026
Date