



Santa Fe County
G.I.S. Analyst

SALARY	\$27.86 - \$33.43 Hourly \$57,948.80 - \$69,534.40 Annually	LOCATION	Santa Fe, NM
JOB TYPE	Full-Time	JOB NUMBER	202400323
DEPARTMENT	Growth Management Department	DIVISION	GIS
OPENING DATE	12/06/2024	CLOSING DATE	12/31/2024 5:00 PM Mountain
FLSA	Exempt	BARGAINING UNIT	AFSCME 1782
DEPARTMENT CONTACT INFORMATION	Lisaida Archuleta (505) 986-6222	UNION ELIGIBILITY	Position is Union eligible after completion of one (1) year probationary period.
BUDGET AMOUNT	\$33.43		

Primary Purpose

**Position is budgeted at \$33.43 hourly commensurate with education and experience.

Provides technical, analytical and design support for the operation and utilization of the County parcel-level Geographic Information System (G.I.S.) and integration with related County databases.

Essential Job Functions

- Assists in the development of procedures for the update and maintenance of the County G.I.S. databases to include data production and maintenance as needed; assists in the research and implementation of G.I.S. standards and guidelines; prepares and documents scripts and/or macro programs to support and expedite mapping functions and database processing and analysis.
- Leads the development, maintenance and enhancement of GIS mapping and related products, to include web and mobile applications, to meet user requirements.
- Provides training, guidance and technical support to lower level G.I.S. Division staff.
- Assists and trains users in the creation, operation and maintenance of the County databases and mapping applications; develops and/or evaluates individual G.I.S. project requirements, implements a work program and monitors progress; develops and applies control procedures to professional service deliverables; prepares both interim and final project documentation and reports in a clear, concise and appropriate manner; identifies hardware and software system malfunctions and proposes solutions.
- Uses qualitative and quantitative methods to gather and analyze geospatial data and formulates understandable reports, maps and presentations.

- Supports other County departments and offices by collaborating with stakeholders on mapping, data collection and analysis methods and assisting in the determination of additional data collection and reporting requirements.
- Programs, operates and troubleshoots plotters, digitizers, scanners, printers or other production devices.
- Maintains a descriptive inventory of G.I.S. data and applications with appropriate documentation and metadata.
- Advises staff and the public on the appropriate and ethical use of G.I.S. data.
- Attends and participates in multi-agency regional geospatial integration meetings as requested.
- Attends industry conferences and participates in pertinent training and literature research to keep job skills current. Supports vendor and product evaluations.

Minimum Qualifications

- Bachelor's degree in Geography, Land Surveying or Computer Science or a related field with emphasis in G.I.S. and providing a background in cartography, plus three (3) years of professional work experience in G.I.S. Related experience may be substituted at a rate of 30 semester hours equal to One (1) year of experience.

Supplemental Information

Working Conditions:

Work is performed generally in an office environment and occasionally outdoors in varied weather conditions with exposure to dust, fumes, airborne particles and/or allergens. Work occasionally involves high risk or potentially dangerous situations, excessive noise, hostile individuals, and work near hazardous/moving equipment or machinery. Work may require the use of protective clothing, equipment, devices or materials. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle or feel; reach with hands or arms; and talk or hear. Ability to lift up to 50 lbs. Clarity of vision at short distance is required. Evening and weekend work is required. Occasional overnight travel is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties. Candidate must obtain and/or maintain all certifications required.

Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance

- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.

Agency

Santa Fe County

Address

102 Grant Avenue

Santa Fe, New Mexico, 87501

Phone

(505) 992-9880

Website

https://www.santafecountynm.gov/human_resources

G.I.S. Analyst Supplemental Questionnaire

*QUESTION 1

How many years of professional experience do you have in Geography, Land Surveying, Computer Science, GIS, cartography, or a related field?

- No experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years or more of experience

*QUESTION 2

Which statement below best describes the highest level of education you have completed in Geography, Land Surveying, Computer Science or a related field?

- High school graduate, diploma or the equivalent (GED)
- Some College
- Associate degree
- Bachelor's degree
- Master's degree
- Doctorate degree

***QUESTION 3**

Do you have a valid driver's license?

- Yes
- No

* Required Question