**GIS Analyst**

**policy & data analysis Division**

**Civil Service; Full-Time**

**$69,126- $110,602**

The City of Baltimore, Department of Planning (DoP), Policy & Data Division is seeking a talented individual to perform professional level work in Geographic Information Systems related to Department and Citywide initiatives, requiring skills in customizing, organizing and maintaining GIS databases and associated software and hardware. Responsibilities will include generating and analyzing spatial data, creating maps, online applications and dashboards, and providing advanced support to end users. The ideal candidate will also have advanced knowledgeable of Adobe Creative Cloud Suite or other presentation design software. Must possess a bachelor’s degree from an accredited college or university in Geography, GIS or related field. Work experience is recommended but not required.

**Essential Responsibilities**

* Creates and maintains server geodatabases for editing and publishing GIS services for consumption in online mapping applications using ArcGIS Server. Uses ESRI ArcGIS Online to create multifaceted dashboards, applications, story maps, and HUB websites that contain interactive capabilities to allow the user to perform queries and selections.
* Converts, analyzes, and manages complex geodatabases; produces customized data layers, services, maps (both fixed and online), tables, and reports. Prepares reports by collecting, analyzing and summarizing information.
* Disseminates data files and layers for publicizing internal initiatives; reviews and prepares demographic, economic, and quantitative data using specialized applications program software. Gathers GIS data and develops file and database structures and data collection methods. Prepares metadata by identifying sources, method of collection, and other attributes.
* Support the City’s contribution to the Baltimore Metropolitan Council Regional Population Forecasting Group through GIS mapping and/or data analysis producing short, medium, and long-term population, employment and housing forecasts for the City.
* Responds to inquiries about GIS and data providing custom analyses and maps. Coordinates the development and dissemination of GIS data and cartographic projects such as data files and layers, reconciling multiple datasets. Support other activities including, but not limited to, responding to map and data requests from Elected Officials, Mayor's Office, Planning staff or other agencies, and members of the public.
* Provides technical support to users and resolves complex procedural and operational GIS problems; trains and coaches users on GIS software.

**Required Knowledge, Skills, and Abilities**

* Expertise with ArcGIS Online, ArcGIS Desktop/ArcGIS Pro, and Microsoft Office. Knowledge of other data analytics software or database technology is desired.
* Advanced understanding of the principles and techniques of Geographic Information Systems concepts, procedures and applications, including data analysis, transfer and formatting.
* Ability to produce high-quality GIS products for public or internal consumption.
* Experience manipulating spatial data, software commands, data editing, accuracy determination, scanning, plotting, and data acquisition.
* Experience analyzing City, State, Federal data, including the U.S. Census data.
* Ability to communicate effectively with a diverse, wide-range of stakeholders, both orally and in writing, using both technical and non-technical language.
* Advanced analytical and problem-solving skills
* Demonstrated strong project management skills, with the ability to prioritize, plan, organize, and carry out multiple projects.
* Ability to train others.
* Demonstrated commitment to promoting equity.
* Strong social skills and a demonstrated ability to develop and strengthen relationships with a variety of people.

**Minimum Education and Experience**

Bachelor’s degree in Geography, Urban Planning or closely related field from an accredited college or university with GIS coursework. GIS work experience is preferred.

**How To Apply**

To apply, visit Baltimore City’s Department of Human Resources website

( [**www.baltimorecity.gov**](http://www.baltimorecity.gov) **)** and apply to the **GIS Analyst** position by the closing date.

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| **OPENING DATE:** 07/05/22 |
| **CLOSING DATE:** 07/19/22 11:59 PM |

**Conditions of Employment**

Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

**Benefits**

Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

**About the Agency**

The City of Baltimore Department of Planning is the agency entrusted to guide the physical development of Baltimore as a diverse, sustainable, and thriving city of neighborhoods and as the economic and cultural driver for the region. We are committed to an equitable Baltimore that addresses the needs and aspirations of its diverse population and meaningfully engages residents through inclusive and collaborative processes to expand access to power and resources. More can be found here: [https://planning.baltimorecity.gov/.](https://planning.baltimorecity.gov/) We value a workforce built on diversity and inclusion and promote equity as an inherent part of our culture. All applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical or mental disability are welcome.