



## EMPLOYMENT OPPORTUNITY: GIS Analyst



**SUMMARY:** City of Wylie (pop, 44,000) seeks a GIS Analyst for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November 2011.

**SALARY:** \$21.24 to \$24.00 per hour BOQ  
**FULL-TIME:** Yes

**JOB SUMMARY:** Under general supervision of the Director of Development Services, the Geographic Information System (GIS) Analyst position shall provide GIS application design, development and analysis using ESRI product and other tools, develop spatial models and maps related to project data. Maps are to be used in publications, websites, meetings and exhibits presented to various project stakeholders. Analyst must have effective planning/organizational skills with a demonstrated ability to multi-task and set priorities. Position responsibilities will include dealing directly with external and internal sources for data capture, research and confirm accuracy of all data received, updating or notifying the responsible party when updates are necessary. Perform basic database analysis and maintenance involving daily GIS applications. Create maps, spreadsheets, graphs, and other analytical products in response to requests from staff, consultants, and the public. Develop, test and implement quality assurance (QA) and quality control (QC) processes to ensure GIS data accuracy and integrity. Interprets as-built drawings, CIP construction plans, engineering plans, recorded maps, deeds, and related source documents and incorporates them into GIS.

### **REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:**

Must have working experience managing various levels of GIS tasks for environmental projects and be cognizant of the GIS community and the technologies available to customize the data visualization process.

Requires four years of college resulting in a Bachelor's degree or equivalent.

**TO APPLY:** Please submit an application and resume, if a resume is available. Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov) If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.