



GIS Analyst Job Description

Position: GIS Analyst
Job Classification: Full-time
Location: 445 West Main Street, Danville, KY 40422
Department: Danville-Boyle County Planning & Zoning Commission

Reports To:

Planning & Zoning Director

Position Summary:

Under the direct supervision of the Planning & Zoning Director, the GIS Analyst is responsible for the development, implementation, and administration of geographic information systems (GIS) across multiple local government agencies. The position will collaborate with multiple agencies including Planning & Zoning, City of Danville, and the Boyle Fiscal Court. The GIS Analyst is responsible for designing, developing, and configuring geospatial applications using advanced scripting and programming languages to automate processes, streamline workflows, and support departmental decision-making for a quasi-governmental agency. This role combines technical expertise with strategic insight to support long-term planning and operational efficiency.

Supervisory Responsibilities:

None

Duties/Responsibilities:

- Responsible for building complex GIS models to support spatial analysis and decision-making
- Oversees and configures desktop, web, and mobile mapping tools for user interface
- Responsible for the coordination and implementation of automated map production workflows for increased efficiency
- Responsible for developing custom software solutions tailored for external and internal needs
- Responsible for capturing, compiling, modification, and enhancement of spatial and attribute data
- Oversee the design and implementation of efficient spatial databases and digital data libraries for long-term storage, retrieval, and modification
- Responsible for performing business process analysis to improve or create GIS-supported workflows for data collection, analysis, and reporting
- Provides technical support to internal and external users
- Responsible for reviewing existing and proposed maps and prioritize updates to maintain data relevance and accuracy
- Assists with comprehensive documentation for users and administrators
- Collaborates with various departments across multiple local government agencies to support the County's spatial data infrastructure
- Supports long-term planning goals through GIS-driven insights



- Responsible for communicating effectively with stakeholders to align technical solutions with business needs
- Performs other duties as assigned.

Required Skills/Abilities:

- Strong knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- Ability to work in a team environment, with the ability to work across all levels of City and County officials, employees, agencies, organizations, and the general public.
- Strong customer service skills.
- Ability to adapt to change in a fast-paced work environment.
- Proven ability to work with minimal supervision.

Education and Experience:

- HS Diploma or GED
- Associate Degree in Computer Science, IT, or related field is preferred.
- 1-3 years of documented IT/GIS experience in a professional environment.
- Must have valid and current driver's license.

Certifications:

- None

Physical Requirements:

- Ability to lift up to 30lbs occasionally.
- Walking, twisting, stooping, and bending on a regular basis.
- Must be able to sit at a workstation for extending periods of time.

Compensation:

- \$55,000 - \$70,000 annually.
- Candidate's starting salary will be commensurate with their level of experience.

Note:

This document and the statements contained within it are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the employee.

EEO Disclaimer:

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This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.