



# Systems Analyst II - GIS



## ***Compensation***

The salary range for this position is \$71,635 - \$107,453 with the starting rate dependent on qualifications and experience. In addition, the Town of Payson offers a generous benefits package including participation in the Arizona State Retirement System, 156 hours of paid time off per year for the first two years of service with accruals increasing with years of service, 24 hours of personal leave per calendar year and eleven paid holidays.

## ***How to Apply***

A Town of Payson employment application and resume is required and can be faxed to (928) 474-1151, emailed to [sheap@paysonaz.gov](mailto:sheap@paysonaz.gov), or mailed to the address below. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process.

For a complete job description and additional information, please visit the employment page of the Town of Payson's website at [www.paysonaz.gov](http://www.paysonaz.gov)

Open until filled.

## ***The Position***

Under the direction of the Information Technology Director, the Systems Analyst II (GIS) is responsible for performing advanced technical work with software and hardware and project management in assigned area(s) of responsibility, which includes technical analysis, design, installation, maintenance, and modification of broad, complex computer systems. Typical responsibilities include maintaining software systems; performing system problem solving; meeting with users to define business needs; performing project management and serving as a team leader.

## ***The Town***

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2020 U.S. Census, the population of the Town of Payson was 16,351 Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.



## ***The Ideal Candidate***

The Systems Analyst II will have a Bachelor's degree in Computer Science, Information Technology, Computer Information Systems, or a related field. Three to five years related work experience. Proven experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development. Demonstrated project management skills and project management software skills, including planning, organizing, and managing resources. Working knowledge of Office 365 office systems. Excellent understanding of the organization's goals and objectives

## **Knowledge, Skills and Abilities**

- Computers and applicable software applications;
- Advanced computer installation, configuration, and/or networking principles and techniques;
- Operating systems;
- Customer service principles;
- System analysis and design principles;
- Business processes;
- Technology infrastructures;
- Project management principles;
- Management and/or administration principles;
- Applicable programming principles and/or languages.
- Installing, configuring and troubleshooting technological platforms and systems;
- Utilizing and managing databases;
- Communicating technical information to a non-technical audience;
- Designing reports;
- Providing end-user support for complex problems;
- Managing projects;
- Creating system user documentation;
- Developing and facilitating training sessions;
- Evaluating and designing new systems and applying them to new or existing business processes;
- Reading and interpreting technical manuals;
- Communicating technical information to a non-technical audience;
- Establishing mechanisms for coordinated data development, sharing, and information exchange with other departments, agencies, and staff;
- Providing excellent customer service;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Utilizing computer technology used for communication, data gathering and reporting;



Town of Payson  
Job Description

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Position Title: **Systems Analyst II (GIS)**

FLSA Classification: **Exempt**

Pay Grade: **19**

Department: Information Technology

Reports To: Information Technology Director

Approved By: DRAFT

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**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees development, implementation, maintenance, operation, and enhancement of multiple computer technologies including operating systems, application packages, custom developed software, database management systems and related software.
- Manages GIS content in a Content Management System (ArcGIS, Web Authoring platform, SharePoint, Esri Maps for PowerBI and/or other emerging technologies as appropriate). Support users with training, communication, and applies governance and policy.
- Creates deliverable for Department and public customers that include ArcGIS Story Maps, digital datasets, dashboards, and desktop analyses resulting in maps and reports.
- Serves as data steward for assigned GIS datasets. Maintains currency of layers, follow best practices in alignment with Enterprise Data and Platform Governance.
- Creates models of geospatial workflows to document and facilitate the automation of workflows.
- Reviews proposals and oversees projects to ensure technical and departmental requirements are met; monitors time and dollar expenditures to ensure projects and budget meet established targets.
- Reporting issues, advances made, and other important information to stakeholders.
- Advising management on weak points, avenues for improvement, and risks in the company's IT infrastructure.
- Strategizing with other key stakeholders on how to best align IT systems with company objectives.
- Review business requirements and write functional requirement documents for software vendors and technical teams.
- Monitors, maintains, and upgrades applicable technology systems in assigned area of responsibility, which includes quality assurance, problem solving, researching user issues, performing upgrades and maintenance, and implementing system modifications.
- Supports, troubleshoots, and upgrades applicable system infrastructures.
- Provides project management for systems implementations, which may include designing products, programming, providing team leadership, testing, implementing, reporting, reviewing finished products, and tracking performance and data quality.

- Analyzes business process issues and/or problems and provides consulting assistance to system users; conducts research on possible solutions and makes recommendations based on findings; develops proposals that outline feasibility and costs; suggests, designs, tests, implements, and evaluates solutions.
- Develops a variety of applications, procedures, reports, scripts, and/or interfaces. Maintains a variety of records and/or documentation for assigned area of responsibility.
- Monitors and maintains systems to ensure system integrity and security, which may include duplicating and backing up data, managing user accounts and authorizations, maintaining software security, and/or performing other related activities.

### **PERIPHERAL DUTIES**

- Performs other duties, which may be assigned from time to time.

### **MINIMUM QUALIFICATIONS**

#### **Education & Experience:**

- Bachelor's degree in computer science, Information Technology, Computer Information Systems, or a related field.
- Three to five years related work experience.
- Proven experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development.
- Demonstrated project management skills and project management software skills, including planning, organizing, and managing resources.
- Working knowledge of Office 365 office systems
- Excellent understanding of the organization's goals and objectives

#### **Knowledge, Skills and Abilities:**

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- Establishing mechanisms for coordinated data development, sharing, and information exchange with other departments, agencies, and staff;
- Providing excellent customer service;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Utilizing computer technology used for communication, data gathering and reporting;
- Communicating effectively through oral and written mediums.

### Additional Requirements:

- Some positions may require the use of personal of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities: Remain stationary for long periods of time; move from one place to another inside and outside of buildings; position self to access equipment/objects at differing heights; grasp and manipulate small and large objects. Those required to operate standard office equipment.

Lifting: Occasionally move up to 60 pounds.

Vision and Hearing: Ability to read paper and electronic documents. Be able to answer verbal and written inquiries and to communicate information and ideas so others will understand.

Exposure to Environmental Conditions: Position generally works in an office setting with occasional outside work in various weather conditions.

Schedule: Occasionally required to attend meetings/events outside of normal working hours, during evenings and/or on weekends. Must be available on emergency basis to handle issues during non-business hours.

### **MENTAL ACTIVITIES**

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature

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Date