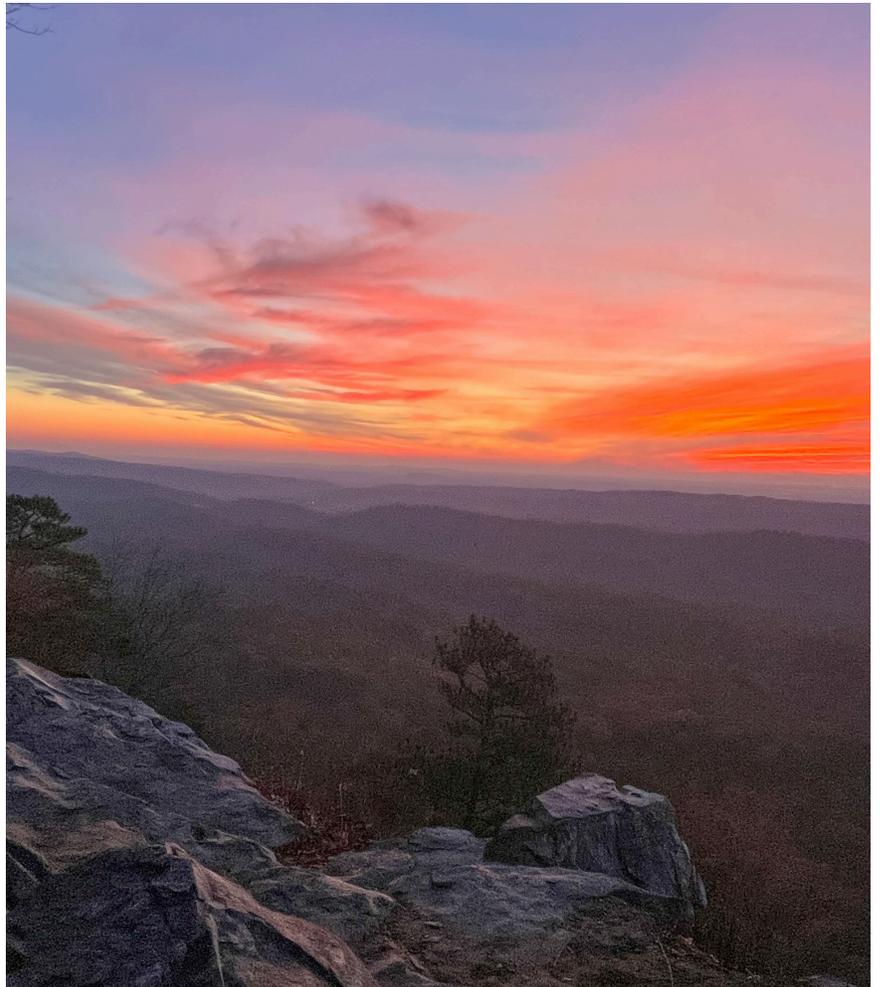




GIS ANALYST

PELHAM, ALABAMA

Pelham is home to Oak Mountain State Park, known for its stunning views and a vast variety of outdoor activities.

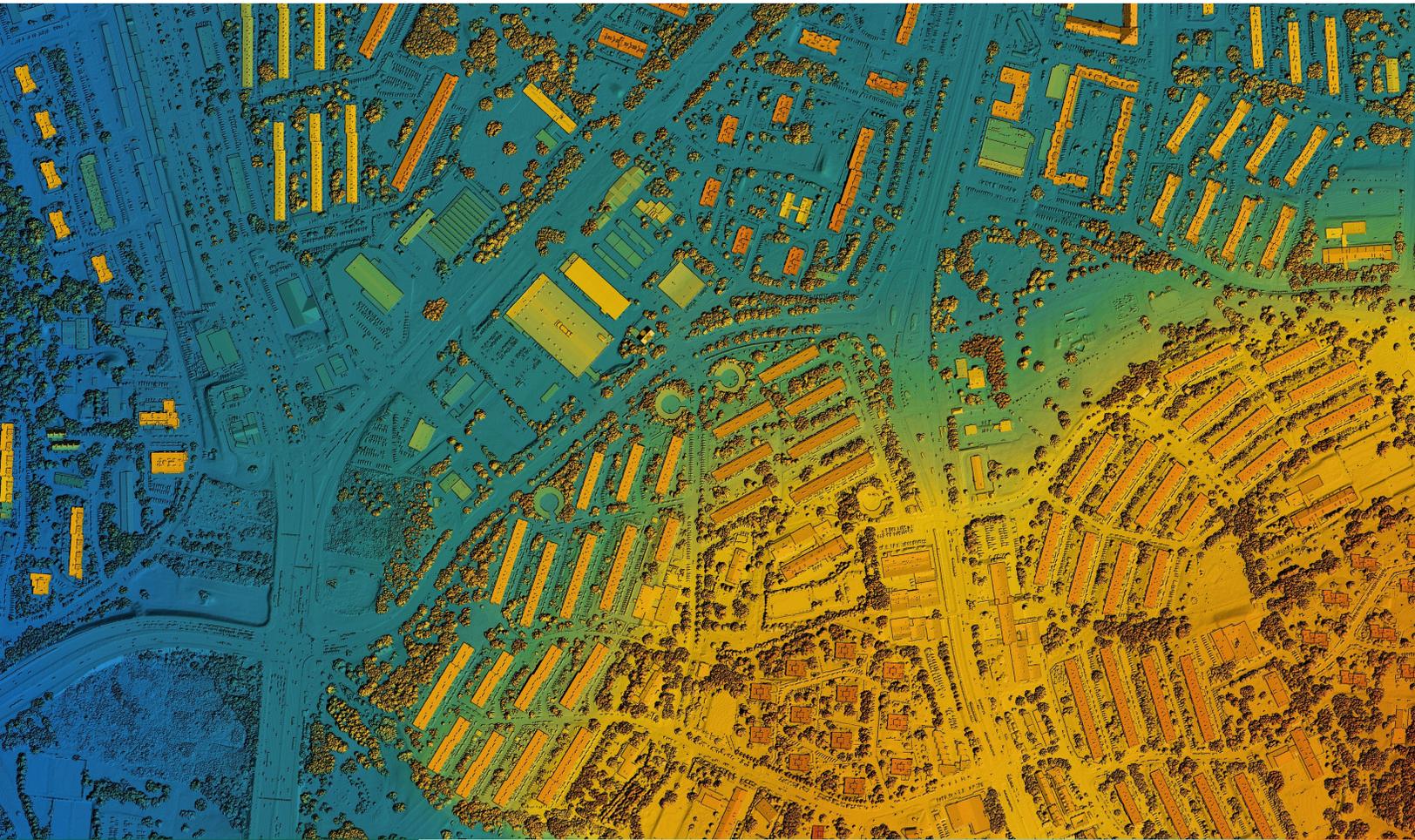


THE OPPORTUNITY



A search is underway to attract a highly qualified candidate to serve as GIS Analyst.

The GIS Analyst is to administer a citywide Geographic Information System (GIS), which includes planning, directing, evaluating and implementing GIS activities, databases, and geospatial data. In addition, this position supports the IT staff and the City of Pelham regarding technological objectives based on approved business processes and city policies.



THE COMMUNITY

Incorporated in 1964, Pelham is Shelby County's second-largest city, with more than 24,000 residents. Pelham boasts unmatched indoor and outdoor recreational opportunities, a community-inspired school system, and a diverse mix of businesses of all sizes. Our residents enjoy an unparalleled quality of life.

Pelham, Alabama, is a recreation and entertainment destination which helps the City offer and maintain premier amenities and services that enhance the quality of life for those living, working, and visiting the city.

Consistently ranked one of the safest cities in Alabama, Pelham is recognized as One of America's Best Small Towns (Money Magazine), Best Suburbs to Buy a House in America, Places to Live in Alabama, and Places with the Best Public Schools in Alabama (Niche).

Extensive information regarding Pelham and the investments in services and amenities can be found on the City's website, www.pelhamalabama.gov.



LIVING IN PELHAM

Pelham is home to Oak Mountain State Park, Alabama's largest, at 11,584 acres. It draws nearly 780,000 visitors per year.

Ballantrae Golf Club is a favorite for residents and visitors amongst public golf courses and was recently ranked the 4th best public golf course in Alabama (Best Things Alabama).

The Pelham Civic Complex & Ice Arena is home to The Birmingham Bulls, a Southern Professional Hockey League team, and boasts two NHL-sized sheets of ice and more than 7,000 square feet of banquet space.

The Pelham Racquet Club hosts an annual United States Tennis Association Pro Circuit women's tournament that attracts top players from around the world.





THE DEPARTMENT

The Information Technology Department provides leadership, governance, management, and modern information technology systems support to promote efficient and effective government. It seeks to encourage innovation in all that we do.

IT responsibilities include monitoring and maintaining technical infrastructure, serving our employees as customers by assisting with all technology concerns, maintaining a formal service desk system to log and manage our support services, and providing oversight and best practices for all technology efforts.

Because each action or service Pelham delivers occurs at a specific location, the IT Department maintains an authoritative Geographic Information System (GIS), which provides operational efficiency and decision-making support. Our IT team also supports cybersecurity efforts and disaster recovery to help ensure the continuity of government services.

IT's forward-looking goals include digital transformation, which includes adopting leading-edge technologies that support Pelham's strategic priorities, improve operational excellence, and drive innovation.

THE POSITION

ESSENTIAL DUTIES

- Implements, administers and operates GIS systems including related software and hardware, plans and organizes GIS system operations and ensures efficient provision of GIS services to all internal and external GIS users.
- Works with end users to identify needs and establish policies and procedures related to GIS system operation, designs, implements and maintains enterprise data models for GIS related data.
- Installs upgrades and administers GIS related software, works with vendors to identify and recommend GIS software system components, monitors licensing and use of software.
- Installs, configures and administers hardware components for GIS system including, but not limited to, servers, database engines, web servers, application servers, etc. and will coordinate such activities with appropriate technology staff.
- Performs 24-hour service as required; provides assistance to other employees or departments as needed.
- Develops, implements and maintains enterprise data models which define the structure and format of GIS data, develops and enforces policies to maintain the integrity of said data, manages and enforces data security and integrity as required.
- Works with end users to define needs and requirements related to GIS technology and based upon needs may configure GIS software; develop GIS applications based on web or mobile technologies and otherwise work with end users to implement and support GIS related services.
- Creates GIS related data sets and may also collect, convert and otherwise use or implement data sets from outside sources; publishes open data sets per City established policies and procedures.
- Uses programming languages and/or scripting languages to create GIS applications and to integrate GIS with existing applications; creates codes and maintains web or mobile based GIS solutions.
- Prepares systems documentation and operational procedures, such as design and security policies.

**This is not a complete list of duties. The full job description is available [on our website](#).*

QUALIFYING CRITERIA

EDUCATION/EXPERIENCE

- Bachelor's degree in computer science, Geography, Engineering, or related field is preferred;
- 7 years of experience with GIS design, implementation, management and/or project supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Certification as a GIS Professional (GISP) will be accepted in lieu of possessing a bachelor's degree in an unrelated field of study.

CERTIFICATION/LICENSURE

Must obtain and maintain certification as a GIS Professional (GISP) within two years of employment. Must possess and maintain a valid driver's license.

OTHER REQUIREMENTS

- Experience working with ESRI ArcGIS Platform and specifically ArcGIS Pro.
- Experience migrating geospatial data to the ArcGIS Pro platform.
- Experience utilizing ArcGIS Network Analyst Extension.
- Experience creating Network Analysis Layers and setting Network Analysis Layer Properties within the ArcGIS Network Analyst platform.
- Experience utilizing ArcGIS to support the Motorola Spillman Flex public safety platform; specifically building geospatial data sets such as Geovalidation Geobase Mapping.
- Experience using ArcGIS to build out geospatial data required to support the Motorola Spillman Flex Quickest Route response functionality.
- Experience performing geospatial data analysis utilizing public safety data sets, utilizing thematic mapping to ask and answer questions.
- Experience using tools such as Safe Software SafeFME platform to manipulate geospatial data.
- Experience using the ESRI ArcGIS platform to support the geospatial data requirements for the Tyler Technologies Munis ERP platform.
- Experience with ESRI ArcGIS Dashboards and Story Maps.

COMPENSATION & BENEFITS

COMPENSATION

The current pay scale ranges from \$75,498.00 - \$102,895.00.

BENEFITS

MEDICAL PLAN

- Blue Cross/Blue Shield: Health & Dental
- Humana: Vision
- Prescription drug coverage through OptumRX
- Teledoc
- AFLAC
- Flexible Spending Account

LIFE INSURANCE & DISABILITY

- Group Life Insurance (provided by the City of Pelham for employees)
- AFLAC
- Supplemental Benefits Plans (Voluntary Term Life Insurance; Accidental Death and Dismemberment; Long Term Disability)

RETIREMENT OTHER SAVINGS

- Retirement Systems of Alabama (RSA) State Retirement: Tier 1
- Deferred Compensation
- College Counts 529
- Discounted tuition through Faulkner University

HOLIDAYS & LEAVE

- Paid Leave: Twelve vacation days, twelve sick days, twelve holidays, one day of personal time

MISCELLANEOUS

- Employee Assistance Program
- Employee discounts at Ballantrae Golf Club
- Employee discounts at Pelham Racquet Club
- Free single membership at Pelham Recreation Center

HIRING PROCESS

READY TO JOIN US? HERE ARE THE STEPS:

- Read the [full job description](#) and [apply online](#).
- [Download an application](#) and email it and your resume to HR@pelhamalabama.gov. If you prefer to mail your application and resume, send them to the City of Pelham—Human Resources Department, P.O. Box 1419, Pelham, AL 35124.
- Selected candidates will participate in a panel interview.
- If offered a conditional offer of employment, the candidate must pass a background check and a pre-employment drug screen.

The City of Pelham does not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on various factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal-opportunity employer.

