



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Information Systems Analyst (GIS Emphasis)

DEPARTMENT: Information Systems (IS)

FLSA STATUS: Non-Exempt

DATE: November 2023

ACCOUNTABLE TO: Information Systems Manager

Primary Objective of Position:

Under general supervision, this position is responsible for providing skilled, non-routine advanced technical services in electronic data processing to support program and/or administrative goals and objectives by operating computers and peripheral equipment, monitoring/directing information systems operations for complex jobs and inspecting systems output for quality and completeness.

Major Areas of Accountability and Job Duties:

Database administration for the City of Grand Rapids and Grand Rapids Public Utilities Geographic Information Systems (GIS) to include, but not limited to, management, maintenance, and advancement of GIS databases, layers and Utility Network connectivity, ArcGIS portal, ArcGIS services, development and maintenance of field maps, web maps, and web applications. Work directly with department heads, managers, and coworkers to develop improved workflow solutions, training, and procedural manuals. Provide training to staff for GIS-related applications. Utilize mobile technology and Global Positioning System (GPS) related hardware to update GIS-related data.

Database administration to include, but not limited to, outage management software (OMS), advanced meter infrastructure software (AMI), 811 utility locate ticket management software, manages user groups and roles, manages GIS maps and service layers within software to support staff needs. Provide support for generating software-related reporting, and integration between GIS system and all other related software including, but not limited to, OMS, AMI, asset management software, utility locate ticket management, ERP software.

Provide GIS/GPS support for utility locating and serve as backup support for utility locating.

Gather field data on GRPU/City assets. Collects, inputs, and analyzes data relative to public infrastructure.

Present technical documentation, information, and proposals.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility and City.

Understand and comply with all workplace safety practices.

Performs other information systems-related or administrative duties in support of the City and Utility that may be deemed necessary.

Minimum Qualifications:

A 2-year Associates degree in Geography and Geographic Information Systems. An equivalent combination of education and related experience may be considered.

High school graduate or possess a GED equivalent.

Valid Class D driver's license in the State of Minnesota, or the ability to obtain upon hire.

Preferred Qualifications:

Ability to operate and understand GPS equipment and experience with map projections and coordinate systems including their transformation and use in relating objects to one another.

Familiarity with the basic understanding of engineering and public utilities infrastructure such as electrical distribution, water distribution, sanitary sewer collection, and stormwater collection.

Knowledge of measurement techniques and the structure and use of the Public Land Survey, including the ability to understand and write land and easement descriptions.

Experience and proficiency with ArcGIS Portal or ArcGIS Online suite of products, and ArcGIS Pro applications including Utility Network and developing attribute rules.

Proficient with Microsoft Suite of products including, but not limited to, Word, Excel, PowerPoint, Outlook, Teams, SharePoint.

Experience with the following systems: Cityworks, OMS, Yukon, DigSmart, Gopher One Call, and Laserfiche.

Ability to think logically, analyze and interpret problems relating to system design and implementation, and implement solutions.

Ability to work within a group setting, take direction from other departments by request, and prioritize assigned projects with new requests.

Excellent written and oral communication skills along with skill in managing multiple projects.

Tools and Equipment Used:

Computers and peripheral equipment such as mobile devices, locating equipment.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to heat, wet and/or humid conditions, and uneven terrain.

The employee must occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Commission Approved Date: _____