**Geospatial Analyst I Specialist Standard Job Description**

**Classification Title:** Geospatial Analyst I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Geospatial Analyst I, under general supervision, supports geographic information system (GIS) analyses and modeling for program areas. Assists with the implementation of key projects. Identifies opportunities where geospatial analysis can provide solutions to complex issues.

**Essential Duties and Tasks:**

**40% Geospatial Analysis and Support**

* Provides geospatial analyses and support for multiple program areas.
* Assists staff in data collection, processing, analyses, and presentation of results on projects and studies.
* Coordinates GIS-related projects and daily operations to ensure service delivery to internal and external clients.

**20% Documentation and Training**

* Prepares technical reports, manuals, and other written materials.
* Develops and provides training for users of GIS products.
* Analyzes, documents, and improves GIS processes and procedures.

**10% User Support and Problem Solving**

* Provides end user support for GIS software and conducts necessary research on complex technical problems.
* Develops and implements solutions to meet user needs.

**10% Coordination and Oversight**

* Meets with users to define geospatial requirements and operational problems.
* Coordinates the collection of spatial information and oversees student workers' tasks and schedules.
* Participates in GIS-related committees and supports other programs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in related field, Forestry, Spatial Sciences, Math, Statistics, or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of concepts and processes of geospatial analysis and relevant geospatial software.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**