



VACANCY ANNOUNCEMENT

Job Title: GIS ANALYST

Open Date: JULY 21, 2026

Closing Date: Open until filled

Pay Rate: \$62,033 - 68,242 annually (depending on experience)

Job Type: Full-time with benefits

Department: Finance Department – City Hall

JOB SUMMARY

Responsible for the development, implementation, maintenance, analysis, and support for the City's Geographic Information System (GIS).

EDUCATION, EXPERIENCE, and LICENSES

- Bachelor's degree in Geographic Information Systems (GIS), Geography, Geospatial Science, Computer Science, Engineering, Planning, or a closely related field.
- Two (2) years of progressively responsible experience in a GIS environment, preferably in a municipal or local government, with specific experience in administering enterprise geospatial data resources, developing automated workflows, and supporting asset management.
- Possession of or ability to obtain a valid Oklahoma driver's license may be required.

EXAMPLES OF DUTIES

- Manage enterprise geospatial data resources, develop mapping and analytical solutions, support department operations, and provide technical expertise.
- Develop and provide maps, reports, presentations, data, and other information to the City Council, City Boards and Commissions, staff, and the public.
- Perform spatial analysis, data maintenance, editing, validation, and integration of geospatial information from internal and external sources.
- Support municipal operations including utilities, public works, engineering, planning, public safety, parks, and administration through GIS services and technical consultation.

The selected applicant must pass a background investigation and drug test prior to employment and may be required to provide a current driving record.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at
<https://www.cityofmoore.com/departments/jobs>

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

GIS Analyst

Job Code: 7218
Exempt: Yes
Department: Information Technology
Reports To: Information Technology Director
Location: City Administrative Office
Date Prepared: January 18, 2016
Date Revised: July 10, 2026

GENERAL DESCRIPTION OF POSITION

This position is responsible for the development, implementation, maintenance, analysis, and support for the City's Geographic Information System (GIS). The Analyst will manage enterprise geospatial data resources, develop mapping and analytical solutions, support department operations, and provide technical expertise. The incumbent will develop and provide maps, reports, presentations, data, and other information to the City Council, City Boards and Commissions, staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, maintain, and administer the City's enterprise GIS databases, geospatial data resources, data standards, and quality assurance processes. This duty is performed daily, approximately 30% of the time.
2. Design, produce, and maintain maps, web-based GIS resources, analytical products, reports, and decision-support tools for City departments. This duty is performed daily, approximately 25% of the time.
3. Perform spatial analysis, data maintenance, editing, validation, and integration of geospatial information from internal and external sources. This duty is performed daily, approximately 10% of the time.
4. Support municipal operations, including utilities, public works, engineering, planning, public safety, parks, and administration through GIS services and technical consultation. This duty is performed as needed, approximately 10% of the time.
5. Develop, maintain, and improve GIS workflows through automation, scripting, process improvements, and integration with municipal business systems where appropriate. This duty is performed as needed, approximately 10% of the time.
6. Provide technical assistance, user support, training, documentation, and respond to requests for mapping, analysis, and geospatial information. This duty is performed as needed, approximately 10% of the time.

7. Research emerging geospatial technologies, assist with long-range GIS planning, coordinate projects, and participate on cross-functional teams. This duty is performed as needed, approximately 5% of the time.
8. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed as needed.
9. Confidentiality is required. This duty is performed daily.
10. Good attendance is required. This duty is performed daily.
11. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges their own work, referring only unusual cases to the supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations that require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Does not supervise.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect the organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or

approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasional pushing, carrying, or lifting, but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, sit, reach with hands and arms, talk or hear; an. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- GIS principles, cartography, spatial analysis, and geospatial data management
- Enterprise GIS concepts, relational databases, data integration, automation, and quality assurance
- Principles and procedures of writing professional reports and other documents

Ability to:

- Analyze complex information and communicate technical concepts effectively, both verbally and in writing
- Use good interpersonal skills to establish and maintain effective working relations with other employees, organizations, and the public

- Make oral and written presentations of operational data in a clear, concise, and non-technical manner
- Comprehend and make inferences from written material and oral direction
- Work independently as well as effectively and professionally with other city staff and elected and appointed officials
- Research, analyze, and evaluate new service delivery methods and techniques
- Maintain confidentiality when required

Education and Experience

Any equivalent combination of education and experience sufficient to successfully perform the duties of the position is considered qualifying.

Education:

Bachelor's degree in Geographic Information Systems (GIS), Geography, Geospatial Science, Computer Science, Engineering, Planning, or a closely related field.

Experience:

Two (2) years of progressively responsible experience in a GIS environment, preferably with a municipal or local government, with specific experience in administering enterprise geospatial data resources, developing automated workflows, and supporting asset management, infrastructure, planning, and public safety initiatives.

License or Certificate:

Possession of, and/or ability to obtain and maintain a valid Oklahoma driver's license may be required.

WORKING CONDITIONS

Employee must lift items such as supply boxes and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires the use of hands and fingers for inputting information into the computer system.

Employee must view computer screen. Requires the use of eyes to read the computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate a working environment with controlled temperatures.