



**DENVER REGIONAL COUNCIL OF GOVERNMENTS**  
**OPEN POSITION ANNOUNCEMENT: GIS Analyst**

(May 2022)

The Denver Regional Council of Governments serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

The Regional Planning and Development division is growing and we're looking for motivated and creative people to join our GIS team. DRCOG is the largest metropolitan planning organization in the mountain west and is leading exciting and innovative regional planning and transportation initiatives. Come join our dynamic team of GIS professionals focused on GIS data development, spatial analysis, print and web mapping, and Python scripting. GIS team members support various agency activities, such as land use and transportation planning, services for older adults and vulnerable populations, and travel demand management.

**ABOUT THE POSITION OF GIS Analyst**

- This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.
- DATA: Determines appropriate data for specific uses; mines and prepares data for analysis; creates and edits data and tables in a SDE geodatabase environment; performs quality assurance and quality control; performs queries and filters
- ANALYSIS: Performs basic geoprocessing and spatial analysis; produces descriptive summaries of results; researches analytical methods
- MAPS: Creates and maintains static maps and dynamic, interactive web maps; designs cartographic products that are visually appealing, informative and easy to use and interpret
- REPORTS: Creates and maintains static and dynamic visualizations such as graphs, charts, and dashboards; produces reports; develops and delivers internal presentations
- DOCUMENTATION: Develops comprehensive methodology documentation; develops and adheres to data management and map design standards; follows processes and workflows
- INFRASTRUCTURE: Troubleshoots technical issues with hardware and software; manages GIS-specific software on personal workstation; tests new technologies that are presented to the team; provides technical support to GIS users and customers;
- PROJECT MANAGEMENT: Creates and manages basic project documents, including requirements lists and communication records; gathers requirements through conversations with the customer; performs alternatives analysis when determining solutions; manages personal workload; provides customer service to internal and external users as needed
- Performs other duties of a similar nature and level as assigned
- Performs essential duties in support of regional transportation and land use planning activities such as providing inputs for predictive models
- Performs essential duties in support of programs serving vulnerable populations such as older adults
- Performs essential duties in support of travel demand management programs such as those offering carpooling options for individuals, employers, and schools

- Basic project management concepts such as principles of effective communication and best practices for documentation
- Principles of exceptional customer service
- Applicable federal, state and local laws, codes, regulations (based on assignment)
- DRCOG business practices and policies
- Business math concepts
- Modern office technology
- Pertinent data sources
- Basic principles of cartography, map design, and map bias
- Basic geospatial principles such as coordinate system, projections, and datums
- Principles and methods of qualitative and quantitative research
- Basic principles of statistics
- Creating, editing, and managing flat files, including Esri shapefiles
- Methods for editing geometries and attribution including field calculations
- Web mapping methods using ArcGIS Online
- Critical thinking; using logic and reason to solve problems
- Time management; estimating level of effort for tasks
- Professional verbal and written communication
- Customer service and rapport
- Attention to detail; ability to follow documented processes for repeatable results
- Working independently with limited supervision; collaborating with a team
- Self-directing learning opportunities, seeking out new information, participating in team-oriented exercises
- Esri Mapping Suite (ArcGIS Pro, ArcGIS Online)
- Esri Tools (ArcGIS Insights, ArcGIS Business Analyst)
- Adobe Creative Cloud (Illustrator, InDesign, Photoshop)
- Descriptive spatial analysis
- Performing basic spatial geoprocessing functions such as clipping, joining, erasing, and buffering.
- Compiling, organizing, and standardizing disparate data
- Density mapping
- Map annotation and labeling techniques
- Geocoding techniques
- Automation using ArcGIS ModelBuilder

**Education and experience requirements:**

- Bachelor's Degree in geography, geographical information systems or directly related field and one to three years of technical geographical information systems experience. OR An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**Licensing/Certifications:**

- Valid Colorado Driver's License and access to an automobile or to substantively equivalent alternative transportation.

**STATUS:** Full-time, Non-exempt

**COMPENSATION AND BENEFITS**

The hiring salary range for this position is \$4,716.66 - \$5,661.92/month or \$2,358.33 - \$2,830.96/semi-monthly depending on qualifications.

**APPLICATION PROCEDURE**

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

**This position is open until 5:00 p.m. Mountain Time on Tuesday, June 7, 2022.**

**All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.**