Human Resources
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GIS Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP106	**Information Technology**	**GIS Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**August 4, 2026**

The Geographic Information Systems (GIS) Analyst plans, customizes, and maintains the County's geographic information systems, including databases, software, and hardware. This role supports a variety of County projects by analyzing spatial data, developing GIS applications, producing detailed maps and reports, and offering technical expertise to departments and the public. The analyst performs technical GIS tasks, supports data integrity, and ensures systems are optimized for departmental and public use.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyze, develop, and implement GIS applications to support County operations. Conduct complex spatial and surface analyses using GIS software.
- Collaborate with County departments and partner agencies to define GIS needs. Develop GIS tools, applications, and databases to support projects.
- Provide training and support to staff on GIS software, tools, and data visualization techniques.
- Perform database management and administrative tasks, including troubleshooting and resolving GIS database issues.
- Design and update database structures, including tables and files.
- Research mapping-related questions and respond to inquiries from departments, property owners, and partner agencies.

- Develop custom scripts and programs to automate GIS processes based on user requirements.
- Troubleshoot GIS hardware and software issues and recommend appropriate solutions. Stay current on emerging GIS technology and best practices.
- Evaluate GIS program operations and recommend improvements to workflows, system design, and project priorities. Develop and maintain operating standards and procedures.
- Create and maintain geospatial data using GPS and digitizing methods. Design and update maps using various data formats and advanced mapping technologies.
- Perform scheduled maintenance on GIS databases. Create and apply topology rules and conduct quality assurance checks to ensure data accuracy.
- Attend training sessions to stay up to date on GIS tools and methodologies. Document and implement new techniques as adopted.
- Handle sensitive or confidential data and maintain strict confidentiality in accordance with County policy.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Geographic Information Systems, Planning, Cartography, Geography, Civil Engineering, or a related field.
- One (1) year of work experience in Geographic information Systems, preferably in a public agency.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Perform all essential duties indoors in a temperature-controlled environment.

- Work is conducted on even, dry surfaces that may be carpeted or tiled.
- Duties are typically performed independently, with or without direct supervision.

EQUIPMENT, TOOLS AND MATERIALS

- Frequently used equipment includes a telephone, computer, printer, photocopier, typewriter, fax machine, and calculator.
- Materials handled include files, forms, reports, various documents, and a wide range of standard office supplies.