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# GIS Analyst Lead

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP349** | **Information Technology** | **GIS Analyst Lead** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$61,339.00 - $96,866.00** | **August 28, 2026** |

The Geographic Information Systems (GIS) Analyst Lead performs a wide range of advanced-level professional duties to coordinate data management and integration for a complex urban land information system. Designs, maintains, and documents GIS databases and applications, providing technical expertise to support various Bernalillo County departments and the public. Performs a variety of advanced technical tasks within the assigned area of responsibility. Directs the work of lower-level professional GIS staff and serves as a technical expert in the area of assignment.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Perform advanced professional staff assistance and coordinate support for GIS programs, databases, and applications.
- Lead the work of lower-level professional GIS staff within the assigned unit; direct the work of peers and/or subordinate staff on projects.
- Serve as a technical expert within the area of assignment by providing guidance, direction, and resolving complex problems.
- Design, oversee, and manage quality assurance activities for the work unit; coordinate resolution of technical issues and system changes affecting unit operations.
- Manage projects and data validation involving entry and journey-level GIS technicians and specialists; assign and evaluate work; procure and allocate resources; monitor and assess staff performance and work quality.

- Provide advanced professional training and education on GIS applications and mapping techniques.
- Conduct advanced technical research; analyze complex GIS problems; evaluate alternatives; recommend effective solutions.
- Develop, implement, and maintain specialized geographic databases, utilities, applications, forms, and reports; perform complex GIS analyses, develop GIS models, and prepare maps and related products.
- Coordinate ongoing development and maintenance of GIS databases and applications; facilitate local agency data collection; and integrate data products into modeling and forecasting processes for county use.
- Prepare and maintain technical documentation for databases and geoprocessing programs and procedures; manage metadata; keep accurate and organized records; design, develop, and document GIS applications for the County.
- Handle sensitive and/or confidential records, plans, documents, or decisions with strict confidentiality.
- Duties assigned may vary; the allocation of duties is based on the time spent performing the essential functions listed above.
- *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 related field.
- Five (5) years of work experience in Geographic Information Systems, preferably in a public agency.

*Any equivalent combination related to 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

- Essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and equipment.