



**CITY OF BURLINGTON, VERMONT**  
invites applications for the position of:

## **Senior GIS Analyst / I&T Programmer**

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|-------------------------|------------------------------------|
| <b>SALARY:</b>          | \$65,436.27 - \$73,001.29 Annually |
| <b>OPENING DATE:</b>    | 03/28/22                           |
| <b>CLOSING DATE:</b>    | 04/23/22 11:59 PM                  |
| <b>FLSA:</b>            | Exempt                             |
| <b>UNION:</b>           | Non-Union                          |
| <b>GRADE:</b>           | 19                                 |
| <b>POSITION STATUS:</b> | Regular Full Time                  |
| <b>GENERAL PURPOSE:</b> |                                    |

This position plays a leadership role in the implementation and management of the City's Geographic Information Systems (GIS), provides systems analysis and programming support for SQL databases related to zoning implementation, and manages internet based applications serving the Department of Innovation & Technology.

### **ESSENTIAL JOB FUNCTIONS:**

- Work in collaboration and coordination with the City's Innovation & Technology (I&T) department in the development, implementation and management of the City's Geographic Information Systems (GIS) including:
  - Assist in the development of a GIS usage plan which represents the business case for the citywide GIS program.
  - Coordinate implementation of the overall GIS program, including related application and data development tasks.
  - Establish and enforce standards for ongoing GIS database development, database administration, application development, and interdepartmental operating procedures.
  - Facilitate the communication and coordination of GIS-related activities across the organization.
  - Recognize and identify problems, perform analysis, make recommendations and implement solutions regarding software applications, business processes/procedures and system integration.
  - Compile and automate base GIS data, particularly those relevant to comprehensive land use planning, development and zoning administration.
  - Design and implement internet-based GIS applications particularly those that support comprehensive land use planning, development and zoning administration.
  - Provide GIS technical assistance on an as needed basis.
- Work in collaboration and coordination with the City's Information Technology (IT) department in the development, implementation and management of SQL-based permit

and land record management applications, primarily but not limited to CSDC AMANDA, including:

- Assist in development of a usage plan which represents the business case for citywide permit and land record database management and applications.
- Establish and enforce standards for ongoing database development and administration, application development, and interdepartmental operating procedures.
- Facilitate the communication and coordination of related database and application development activities across the organization.
- Recognize and identify problems, perform analysis, make recommendations and implement solutions regarding software applications, business processes/procedures and system integration.
- Implement the overall permit and land record database management program within the Department of Planning & Zoning, including related application and data development tasks.
- Provide system administrative and technical support, design, programming, troubleshooting, and maintenance of data within the Department of Innovation & Technology.
- Responsible for design and maintenance of the I&T website at the direction of the Chief Innovation Officer.
- Advise the Chief Innovation Officer regarding the innovative use and deployment of information technologies in support of the departments' mission and practices.

**Non-Essential Functions:**

- Perform other duties as required.

**QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.
- Master's Degree in Urban and Regional Planning, Geography, Geographic Information, Geospatial Technology, Computer Science, or closely related field, and a minimum of three (3) years of relevant experience, preferably in a state, municipal or regional planning context, is required.
- A Bachelor's Degree in Urban and Regional Planning, Geography, Geographic Information, Geospatial Technology, Computer Science, or closely related field, and a minimum of seven (7) years of relevant experience, preferably in a state, municipal or regional planning context, may be substituted for the above requirement.
- Knowledge of the mapping sciences, including land surveying, photogrammetry, remote sensing technologies, and cartography is required.
- A minimum of five (5) years experience with ESRI software products is required.
- Experience with principles and practices of GIS database design, development, implementation, administration and maintenance is required.
- Experience with web technologies including HTML, XML, ASP, JavaScript, and Google Maps API is required.
- Experience with relational database design and administration, business systems analysis, and computer programming in an IS LAN/Server environment.
- Experience developing web based applications including database driven applications.
- Experience working with application service providers and hosted solutions.
- Knowledge of current state of Web standards and best practices.
- Experience designing "accessible" web sites (ADA).
- Familiarity with Microsoft Office applications, Windows XP and/or Vista OS, Microsoft Server 2003, Active Directory all a plus.

- Ability to obtain working knowledge of development (zoning and subdivision) regulations, and pertinent state and local regulations, and to read development plans and other technical planning documents is required.
- Ability to prioritize work under strict deadlines and pressure.
- Excellent communication and interpersonal skills.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- A strong desire to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Ability to adhere to established standards, policies and procedures and use good customer service practices and discipline.
- Ability to oversee and monitor professional contracts and the work of consultants, interns, and support staff.
- Ability to work independently with minimal supervision, manage and prioritize multiple initiatives, and to engage in collaborative decision-making are essential.
- Interest in contributing to the City of Burlington, and improving the quality and effectiveness of governmental services.
- Commitment to on-going professional education and training to enhance job-based knowledge and expertise.
- Ability to obtain and maintain a valid Vermont State Driver's License is preferred.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

## **ADDITIONAL INFORMATION:**

### **Promoting a culture that reveres diversity and equity**

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through our Government Jobs website.**

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-3057](tel:802-540-3057) or [careers@burlingtonvt.gov](mailto:careers@burlingtonvt.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Position #0437-04-001  
 SENIOR GIS ANALYST / I&T PROGRAMMER  
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200 Church Street, Suite 102  
 Burlington, VT 05401  
 802-540-2505

[careers@burlingtonvt.gov](mailto:careers@burlingtonvt.gov)

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## **Senior GIS Analyst / I&T Programmer Supplemental Questionnaire**

- \* 1. Do you have a Master's Degree in Urban and Regional Planning, Geography, Geographic Information, Geospatial Technology, Computer Science, or closely related field, and a minimum of three (3) years of relevant experience, preferably in a state, municipal or regional planning context?
  - Yes
  - No
- \* 2. Do you have a Bachelor's Degree in Urban and Regional Planning, Geography, Geographic Information, Geospatial Technology, Computer Science, or closely related field, and a minimum of seven (7) years of relevant experience, preferably in a state, municipal or regional planning context?
  - Yes
  - No
- \* 3. Do you have knowledge of the mapping sciences, including land surveying, photogrammetry, remote sensing technologies, and cartography?
  - Yes
  - No
- \* 4. Do you have at least five (5) years' experience with ESRI software products?
  - Yes
  - No
- \* Required Question