

CLASS TITLE: ENGINEERING GRAPHICS SENIOR ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs technical, administrative, and supervisory work in a specialized applications/systems environment involving technical analysis, evaluation, design, maintenance, support, training and performance monitoring of graphic and database information for Engineering Services; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises technical staff engaged in computer-aided drafting and design (CADD) and Geographic Information System (GIS)
- Plans, analyzes, evaluates, designs, programs, develops, implements and maintains the CADD/GIS systems and database applications
- Trains and provides maintenance support for CADD/GIS/Rain Monitoring/Plotter users
- Coordinates graphics services in support of engineering planning and design, including survey data processing, terrain modeling, civil drafting and design and presentation graphics
- Works with users on specific projects and develops or selects/recommends appropriate applications software
- Supervises the maintenance of graphics, standard engineering drawings and database information for water, sanitary sewer, stormwater and street atlases
- Supervises personnel and conducts performance evaluations
- Administers maintenance contracts, disaster recovery, security, archiving/backup and modifying/updating for the CADD/GIS systems and related applications
- Establishes data security rules, enforces network security standards and performs user security administration
- Analyzes technical responsibilities of users to assure effective data systems support for operational information concerns
- Directs or performs system goal performance reviews to ensure proper functioning
- Assists in preparation of section budget
- Installs, fine tunes, diagnoses, troubleshoots and solves applications software and network operating systems problems
- Maintains inventory of CADD/GIS systems hardware, applications software and division's fixed assets
- Develops policy and procedures for system and user operation to maintain operational compliance
- Researches, plans and implements procedures to maximize productivity of CADD/GIS applications/systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in a field relevant to the essential tasks of this job description and four (4) years of progressively responsible experience with computer-aided drafting and designing/geographic information systems analysis; or an equivalent combination of training or experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the methods and techniques used in systems analysis and related maintenance procedures; considerable knowledge of CADD/GIS procedures, hardware devices, CADD/GIS software applications, relational databases, Unix and Windows operating systems and networks; and considerable knowledge of methods, materials and instruments used in manual and computer aided drafting; and knowledge of engineering and geographic concepts. Ability to supervise, plan and direct computer-aided/manual drafting and geographic information personnel; ability to plan, implement and troubleshoot CADD/GIS system enhancements; ability to recognize, analyze and solve system and software maintenance problems independently; ability to operate a personal computer; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and will require travel to various City locations to provide graphics related assistance.

Class Code: 2034

EEO Code: E-02

Pay Code: EX-36

Group: Clerical and Administrative

Series: Data Processing and Information

Effective Date: July 15, 2019