

CLASS TITLE: GRAPHICS ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs analysis, evaluation, coordination and system administration in providing graphics products and services supporting engineering projects; and other related assigned duties.

ESSENTIAL TASKS:

- Develops/implements new Atlas and geographic analysis tools and techniques to support engineering planning, design, construction, and maintenance processes
- Supports users of engineering tools such as Computer-Aided Design/Drafting systems (CADD), Geographic Information Systems (GIS) and Electronic Document Management systems (EMD)
- Coordinates and reviews customer service for Engineering Graphics services
- Provides basic system administration for plotters, scanners, and other computer equipment
- Interfaces engineering system with other City computer systems
- Evaluates, studies, plans, and recommends software applications for engineering needs
- Acts as a liaison with other work groups and outside vendors to solve problems
- Maintains project status logs and report time spent on projects, documenting procedures
- 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 or sixty (60) college hours in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting or related field; and three (3) years of progressively responsible experience in computer graphics, mapping, and/or GIS; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Graphics Specialist Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, materials, and instruments used in both traditional and Computer-Aided Drafting and Design (CADD); as well as GIS and EDM software, word processing, graphics, and database software; comprehensive knowledge of the techniques and terminology of civil engineering, geography, surveying, mapping and coordinate systems. Ability to make engineering calculations of moderate complexity; ability to read and interpret complex legal descriptions; ability to be accurate and detail-oriented; ability to operate proficiently a computer graphics workstation; ability to work independently as well as well as part of a team; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone, and drafting equipment; occasional lifting, carrying, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and sometimes in low-lighted areas; and requires some travel to various locations to verify information, research records and/or perform fieldwork.

Class Code: 3519

EEO Code: N-03

Pay Code: AT-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Page 2 (continued from Graphics Analyst)

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