



Vertical Bridge Job Description

Job Title:	GIS Analyst	Date:	10/18/22
Department:	Leasing	Location:	Boca Raton
Reports To:	Director of Business Analytics	FLSA Status:	Exempt

Summary:

The GIS Analyst will participate in creating geospatial data sets, prepare maps for publication, and monitor/administer databases. This role will also be responsible to perform research, data cleansing, prepare reports, and give professional opinions related to spatial data management. The GIS Analyst will also make recommendations for changes and improvements to existing standards and procedures. In addition, this role will be responsible to analyze and interpret statistical data to identify significant differences in relationships among sources of information, and compile reports, charts, or graphs that describe and interpret findings of analyses. The GIS Analyst will develop GIS web and mobile applications to support the company's efforts on the web, desktop, and mobile platforms.

Job Functions:

1. Reviews, designs, develops, interprets, analyzes, and manages GIS data using GIS applications, datasets, and other related enterprise database software applications
2. Engages large and dynamic datasets to drive accurate GIS insights to improve decision-making
3. Manages data accuracy, quality, completeness, and usefulness to ensure quality of information
4. Derive key data, insights, fact to discover baseline information and determine what actions to take for the business's ultimate success
5. Set up the foundation of a project by asking a lot of questions, gathering opinions, information, facts by interviewing stakeholders and departments to analyze what teams to work with, what should be the process, and other things
6. Required to document every input, action, outcome exchanged between the team as well as define the acceptance criteria
7. Act as a communication liaison that involves both verbal and non-verbal communication between teams, departments, and stakeholders to ensure the right processes, actions are put forward, and the inputs are aligned with the desired outputs
8. Plan and implement effective actions that meet the end goals desired by the business stakeholders and develop and define project roadmaps
9. Test and measure the implemented solutions to track down the progress, and build training materials, holding the feedback & elicitation questions for the record
10. Design and develop Power BI reports and provide insights to improve decision-making
11. Perform other duties as assigned by the Director of Business Analytics

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.

Supervisory Responsibilities:

None



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Working Conditions and Physical Demands:

Position will work remotely or directly from the corporate office with minimum travel. Required to attend department and company meetings.

Education and Experience:

1. Degree in computer science, planning, engineering, or
2. Certification in Environmental Systems Research Institute (Esri) Enterprise
3. 2+ years experience analyzing, designing, or managing GIS databases and processes
4. Proficiency with GIS Database Management, including ArcGIS Enterprise Portal
5. Experience developing ArcGIS web applications
6. Experience with shell programming and scripting (Python, bash) or modern programming languages (Java, SQL)
7. Proficiency with Microsoft Office Suite of products
8. Experience developing business analytics dashboards (Microsoft Power BI)
9. Experience with multimodal analyses in GIS
10. Problem solving and analytical skills
11. Collaborative team player
12. Highly organized with strong attention to detail
13. Motivated self-starter with a strong work ethic
14. Able to perform effectively in a fast-paced and demanding environment
15. Active listener with the ability to think strategically, solve problems, and collaborate
16. Strong ability to engage and influence stakeholders, at all levels across the business
17. Ability to build and maintain effective working relationships with stakeholders
18. Excellent time management skills and ability to prioritize tasks, use initiative and be self-directed to meet deadlines

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