

**South Central Region Council of Governments  
Job Description**

Job Title	<b>GIS Analyst</b>
Department	Transportation
Category	Full-Time
FSLA	Exempt
Report to:	Director of Transportation Planning
Supervises:	n/a

**Position Summary/Purpose:**

The GIS Analyst is responsible for the collection, analysis, and interpretation of transportation and other relevant data. This role includes the development and management of the region's Geographic Information System (GIS) data, the Data Dashboard and the program with any contracted data delivery consultant/company. The GIS Analyst will have knowledge of transportation planning principles, data collection and analysis, and community engagement. The GIS Analyst works closely with federal, state, and local agencies, as well as other stakeholders, to ensure that the transportation planning process addresses the needs of the community and complies with applicable regulations. Additionally, the GIS Analyst will work with internal and external collaborators to collect, analyze, visualize, and report on regional and transportation trends to support the planning process.

**Essential Job:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Transportation Planning: Participate in the development, implementation, and evaluation of transportation plans and programs, such as the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP).
- Data Collection and Analysis: Collect, analyze, and interpret regional data, such as traffic counts, crash data, travel demand forecasts, and land use information, to inform planning decisions and develop recommendations.
- Administer and maintain SCRCOG's Geographic Information System (GIS) platform, including spatial databases, mapping tools, and web-based applications used in regional and transportation planning.
- Develop and update geospatial datasets, maps, and layers that support internal planning activities, public-facing resources, and municipal needs.
- Provide technical support, spatial analysis, and cartographic products for agency reports, grant applications, corridor studies, and other planning documents.

- Coordinate with local, state, and federal partners to ensure GIS data standards, interoperability, and consistency across platforms and projects.
- Train staff on GIS tools and applications, promote data sharing, and explore emerging technologies to improve efficiency, accessibility, and decision-making.
- Serve as the primary point of contact for SCRCOG's subscription to Replica Data or any other paid data service provider, ensuring the agency maximizes the value of the platform for transportation and regional planning initiatives.
- Coordinate with Replica representatives or those from any other paid data service provider to access, interpret and apply data products relevant to planning activities.
- Evaluate the utility and applicability of paid data service datasets for specific projects, reports and planning studies, and integrate findings into internal and external analyses.
- Facilitate training sessions and provide technical guidance to staff and member municipalities on effective use of paid data service tools and data outputs.
- Monitor contract terms, data usage, and service performance to inform subscription renewals and ensure alignment with SCRCOG's data needs and strategic priorities.
- Develop, maintain, and regularly update the SCRCOG Regional Data Dashboard to ensure accurate, accessible, and timely information for member municipalities, regional stakeholders, and the public.
- Integrate transportation, demographic, economic, environmental, and land use datasets using GIS tools, data visualization platforms (e.g., Tableau, Power BI), and web-based interfaces.
- Collaborate with staff and partners to identify data needs, incorporate new datasets, and design user-friendly features that support planning, grant writing, policy analysis, and public engagement.
- Monitor dashboard performance, troubleshoot technical issues, and implement improvements to maintain data integrity and platform functionality.
- Ensure data is sourced, documented, and maintained in compliance with best practices for transparency, accessibility, and metadata standards
- Public Engagement: Assist in the development and implementation of public participation strategies, particularly that are related to the presentation and communication of data, ensuring that the transportation planning process is transparent, accessible, and responsive to the needs of the community.
- Policy Research: Research and review analysis of transportation policies, best practices, and emerging trends to inform the development of innovative and effective solutions to transportation challenges.
- Multimodal Planning: Assess and incorporate various modes of transportation, such as public transit, walking, biking, and freight, into the transportation planning process to promote a balanced and sustainable transportation system.
- Environmental and Social Considerations: Evaluate the potential environmental, social, and economic impacts of transportation plans and projects, and develop strategies to mitigate any negative effects.
- Grant Management: Assist in identifying, applying for, and managing transportation planning grants, ensuring compliance with grant requirements and reporting.

- **Reporting and Documentation:** Prepare and present reports, technical documents, maps, and other materials to communicate transportation planning findings, recommendations, and progress to decision-makers, stakeholders, and the public.
- **Professional Development:** Stay up to date with the latest transportation planning theories, techniques, and tools, and participate in relevant training and workshops to continually enhance professional expertise.
- **Stakeholder Engagement:** Build and maintain strong working relationships with federal, state, and local agencies, elected officials, community groups, and other stakeholders to facilitate communication and collaboration in the transportation planning process.
- Provides technical support for data and mapping for agency staff and member municipalities.
- Assists in the development of the monthly agenda for the Transportation Committee meetings, including minutes, amendments, resolutions, etc.
- Assists in the preparation and distribution of the SCRCOG Board, Executive Committee, meeting agendas and minutes.

#### **Other Functions:**

- Attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state and federal entities;
- Attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills;
- Identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed;
- Assisting the Director of Transportation Planning and Executive Director and other transportation staff as needed or directed.

#### **Minimum Required Qualifications:**

##### **Education, Training and Experience:**

To be considered, applicants must have a bachelor's degree from an accredited university in geography, geographic information systems (GIS), data science, urban or regional planning or a related field, 1-3 years of professional experience in a municipal, state or transportation planning organization is desired; or any equivalent combination of education, training and work experience.

##### **Special Requirements:**

Must have and maintain: Valid CT Driver's License

#### **Knowledge, Ability and Skill:**

- Principles and practices of an understanding of key current transportation, land use, and environmental related planning concepts.
- Expertise of Geographic Information Systems (GIS), data analysis, and transportation modeling for planning purposes.
- Expertise in Microsoft Office Suite, Microsoft Teams and Zoom Platform.

- Expertise in ArcGIS Pro; knowledge of ESRI web applications including Dashboard platforms, Experience Builder, Survey 123, and Story Maps preferred.
- Familiarity with data visualization software such as Power BI, Tableau, and/or R
- Research methods and analysis and data analysis & data management skills
- Project development, implementation, and management.
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings both in person and hybrid.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments.

#### Job Environment:

Office work is performed in a moderately quiet office. Field work is performed outdoors in all weather conditions and often on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers including an advanced GIS program, copiers, facsimile machines, and other standard office equipment.

Make constant and periodic contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, consultants commission members, engineers, surveyors, architects, archaeologists, and the public. Communication is frequent in person, by telephone, fax, email, and in writing.

Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability and loss of funds.

#### **Physical and Mental Requirements:**

##### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X	X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

### Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*