



**University of Texas at El Paso
Job Description**

Job Code: 6292
Job Title: Spatial Analyst
Department: Planning and Construction
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Provides skilled technical support and spatial resource knowledge for the development of a university spatial information system. Develops and maintains institutional databases, which facilitate internal and external reporting.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Creates and collects well structured spatial data consisting of geometry and attribute tables in a CAD/GIS (Computer Aided Design/Geographic Information System) based spatial information system.

Gathers data throughout the campus by on-site laser measurements of spaces & spatial resources, site observations and interviews.

Develops and refines data requirements, data sources and collection methods.

Compiles data into standardized drawings and tables, ensuring that data complies with federal, state and UT System reporting requirements.

Verifies spatial data for completeness and accuracy.

Provides data analysis and prepares reports for senior staff decision making, presentations, meetings and training sessions.

Develops graphics to aid visual/strategic analysis and business accountability.

Prepares required detailed documents about University spatial assets for annual submissions to the Texas Higher Education Coordinating Board, UT System and the Federal Government.

Works with relational databases to store, edit, manipulate, extract and report spatial information.

Assists in the development of web-based GIS applications for storage, retrieval and visual analysis.

Participates in the design of business tools to extract and manipulate spatial data from the information system.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.



Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally stand; walk; climb or balance; and stoop, kneel, crouch, and crawl. The employee is regularly required to sit; use hands to feel; and reach with hands and arms. The employee is frequently required to talk or hear. The employee must occasionally lift and move up to 50 pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; outdoor weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually quiet to moderate.