



Job Title: GIS Analyst
Reports To: Co-CEO (Operations)
FLSA Status: Non-Exempt

Prepared By: HR Manager
Approved By: Co-CEO
Pay Rate: \$25.75 per hour

Central California Food Bank is dedicated to ending hunger in the Central Valley. We provide food to nearly 200 agencies in Fresno, Madera, Kings, Kern and Tulare Counties and serve over 350,000 people each month totaling over 50 million pounds of food in 2021.

The **GIS Analyst** will plan, organize, coordinate, and direct the Geographic Information System (GIS) development and applied techniques to provide a better understanding of data for a given geographic location. The GIS Analyst will be responsible for managing data in the GIS and use varying analysis methods to provide necessary information to inform broader organizational decisions.

In the GIS Analyst role, you will collaborate with other members of the team to provide necessary geographic analysis to inform project implementation and direction. The GIS Analyst will successfully analyze data and present data visualizations as support to other departments. Success in this role will be demonstrated by providing the necessary support and expertise in the development of the organization's GIS capabilities to meet our strategic objectives. Knowledge of current GIS software and technology is critical for this position.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

Essential Duties and Responsibilities

1. Develops and manages CCFB's GIS including the intermittent maintenance of the system, including frequent assessment of system data; assesses department needs; researches technological advances and ensures CCFB's geographic information system's data and capabilities remain current.
 - a. Manages database development projects; develops and maintains systems to integrate new and existing databases.
 - b. Discovering patterns and trends through spatial mapping of data.
 - c. Prepares written reports of GIS activities; runs statistical queries from the system for various departments
 - d. Creates and maintains standard operating procedures and policies for GIS databases; recommends short and long range plans to meet CCFB's GIS needs.
 - e. Maintains data integrity and accuracy

- f. Follow quality assurance (QA) and quality control (QC) processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness.
 - g. Conduct location and other demographics analysis
- 2. Provide support to system users regarding custom data and mapping products; consults with staff to assess custom needs; provides custom maps, reports or data extracts accordingly.
 - a. Coordinates GIS workflow, including receiving requests from departments, prioritizing them with guidance from the co-CEO, and coordinating projects between users/departments.
 - b. Ensures alignment of data with organization goals and objectives.
 - c. Prepare, collect, organize, and input data to maintain and enhance CCFB's GIS
 - d. Assist in the creation and maintenance of multiple GIS layers including but not limited to: poverty statistics (and other census bureau information), food dessert information (location and access to grocery stores), demographic information (race, ethnicity, gender, age, income, education), and emergency food access locations (CCFB's member partners and distributions). Import data from existing CCFB information systems as appropriate.
 - e. Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products that help CCFB make strategic decisions regarding program expansion and future investments to impact/reduce the meal gap.
 - f. Maintain confidentiality of GIS layers and other CCFB information.
- 3. Provide excellent customer service to all Central California Food Bank customers including Central California Food Bank clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.
 - a. Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
 - b. Perform other duties as assigned.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

1. Bachelor's degree in Computer Science, Geography, Geoscience, Surveying, Engineering, or a related field, advanced degree a plus
2. Minimum of 2 years' experience in mapping
3. Exceptional knowledge of ESRI technology including Desktop and Online
4. Other desktop and web mapping software- a plus
5. Knowledge and experience in data visualization
6. Knowledge and experience using statistical programs
7. Related computer experience in Windows applications, spreadsheets, and graphics/desktop publishing.
8. Strong creative thinking, and problem-solving skills
9. Ability to communicate complex spatial information in layman's terms
10. Proficiency in Microsoft Word, Excel, and Outlook.

11. Demonstrated self-starter capable of shifting between front-facing activities, administrative work, and project management.
12. Exceptional phone and communication skills
13. A keen attention to detail and ability to prioritize competing demands/deadlines.

Benefits

- This position is eligible for the following benefits:
 - 401(K)
 - 401(K) matching
 - Dental Insurance
 - Employee Assistance Program
 - Flexible Spending Account
 - Health Insurance
 - Health Savings Account
 - Life Insurance
 - Paid Time Off
 - Parental Leave
 - Vision Insurance

Physical Requirements:

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

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.