



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: GIS Analyst	Opening Date: January 30th, 2026	Application Deadline: Open until filled	Job #: 260109
Department: Information Technology	Starting Salary: \$26.85 - \$28.85/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the GIS Manager, this position provides a wide range of Geographic Information System (GIS) support services including spatial data collection, creation, manipulation, analysis, cartographic map production, and web map development for various County projects and programs. Responsibilities include coordinating and integrating data, performing spatial analysis, modeling, scripting, producing maps, and maintaining County web map applications –both internal and external. Ensuring accurate and reliable geographic information for officials, departmental, and public use. The position also involves creating, configuring, publishing, and managing ArcGIS Online maps and data services, documenting projects, writing technical documents, participating in meetings, hosting/leading meetings, and providing GIS technical support and training. Additional duties include research, occasional outdoor work, local travel, and supporting the County’s Office of Emergency Management during emergency operations, as needed.

Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of Geographic Information Systems (GIS), cartography, and spatial analysis. Proficiency in GIS software, including ESRI ArcGIS Pro, ArcGIS Online, and related geospatial applications. Skilled in database design, geodatabase management, and the application of spatial data standards. Ability to interpret technical documents, plats, legal descriptions, and survey data with accuracy and attention to detail. Demonstrates strong communication, interpersonal, problem-solving, analytical, organizational, and conflict resolution skills, along with the ability to perform effectively under stress.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have an Associate’s degree in GIS or related field and a valid Texas Driver’s license (or valid out of state Driver’s license with the ability to obtain a TXDL within 90 days). 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.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: *GIS Analyst*

Department: Information Technology

FSLA Status: Non-Exempt

Reports To: GIS Manager

SUMMARY: Under the direct supervision of the GIS Manager, this position provides a wide range of Geographic Information System (GIS) support services including spatial data collection, creation, manipulation, analysis, cartographic map production, and web map development for various County projects and programs. Responsibilities include coordinating and integrating data, performing spatial analysis, modeling, scripting, producing maps, and maintaining County web map applications –both internal and external. Ensuring accurate and reliable geographic information for officials, departmental, and public use. The position also involves creating, configuring, publishing, and managing ArcGIS Online maps and data services, documenting projects, writing technical documents, participating in meetings, hosting/leading meetings, and providing GIS technical support and training. Additional duties include research, occasional outdoor work, local travel, and supporting the County’s Office of Emergency Management during emergency operations, as needed.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Information Technology Department GIS Manager.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide professional GIS support to the GIS Manager, other County departments, County officials, partner agencies, and the public. Assist with planning, coordinating, and completing multiple GIS projects simultaneously;
2. Create, edit, and maintain spatial and attribute data to support County operations and programs. Perform geographic and spatial analyses to develop maps, graphics, reports, and other GIS products;
3. Participate in the design, development, and maintenance of GIS databases. Collaborate with internal staff, external partners, and other governmental entities to collect, share, and distribute GIS data;
4. Provide GIS technical assistance, troubleshooting, and training to County staff and system users. Research, evaluate, and integrate various data sources to improve GIS data quality and completeness;

5. Serve as backup to other GIS staff, support team projects as needed, and develop and document workflows to ensure accurate and efficient spatial data management;
6. Implement and maintain quality control procedures and data standards for spatial accuracy and integrity. Create GIS models, tools, and scripts to automate analytical and mapping tasks;
7. Produce and interpret cartographic products and other geographic reference materials. Review and interpret legal descriptions, plats, and survey field notes for integration into GIS databases;
8. Document GIS projects, data standards, and operational procedures. Provide GIS support to the Office of Emergency Management and participate in Emergency Operations Center activities during incidents or disasters;
9. Protect the privacy and security of confidential information; ensure compliance with laws, regulations, and guidelines. Attend training and meetings as recommended/required; perform other duties as assigned.

OTHER FUNCTIONS: Performs other job-related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job. Must be available for occasional evening or weekend work to support special projects or as an essential employee during emergency situations.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have an Associate's degree in GIS or related field and a valid Texas Driver's license (or valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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.

Knowledge of:

Principles and practices of Geographic Information Systems (GIS), cartography, and spatial analysis.
GIS software, including ESRI ArcGIS Pro, ArcGIS Online, and related geospatial applications.
Database design, geodatabase management, and spatial data standards.
Coordinate systems, projections, and georeferencing principles.
Data collection methods, including GPS and field data integration.
GIS scripting and automation using Python or ModelBuilder.
Principles of map design, data visualization, and spatial data accuracy.
Applicable laws, regulations, and standards related to GIS data and mapping, including addressing and 9-1-1 data management.
Fundamentals of emergency management GIS support.
Troubleshooting and problem resolution techniques;
Personal Computer skills and software, including Microsoft operating systems;
Professional Customer Service skills;
Proper English usages, spelling, grammar and punctuations;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County Policies and Procedures.

Ability to:

Accurate and efficient keyboarding skills;

Demonstrate initiative and professionalism;
Work independently and as part of a team in a fast-paced environment;
Exercise good judgment, and adjust to frequently changing priorities;
Manage multiple projects and meet deadlines;
Work collaboratively with internal departments, officials, partner agencies, and the public;
Perform occasional outdoor fieldwork and respond to emergency operations when required;
Analyze problems, identify solutions, and implement improvements in GIS processes;
Interpret technical documents, plats, legal descriptions, and survey data;
Document workflows, metadata, and technical procedures clearly and accurately;
Read and understand technical manuals, procedural documentation, and OEM guides;
Quickly identify and learn appropriate software and hardware;
Communicate clearly and concisely, both verbally and in writing;
Provide training, guidance, and customer service in user-friendly language and format;
Record and disseminate accurate information from telephone conversations and personal contact;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Handle exposure to potentially hostile individuals;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Work in a safety-conscious environment and to follow and promote good safety practices;
Maintain confidentiality of information encountered in work activities at all times
Operate equipment required to perform essential job functions;

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; lifting and carrying materials weighing up to 35 pounds, such as computer equipment, files or stacks of records; occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;
Interpreting laws and regulations;
Effective interaction and communication with others;
Preparing clear and concise reports;
Learning and developing skills consistent with essential job functions; and
Make sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) to Four (4) years professional GIS experience.

ESRI ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise.

Education:

Associate's degree in Geographic Information System Science, Geography, or a related field. Experience may substitute for education. GIS certificate and/or GISPC Professional Certificate preferred.

Criminal Justice Information System (CJIS) Security Awareness Certificate, or ability to obtain within 6 months of hire.

National Incident Management System (NIMS) Certificates, or ability to obtain within 1 year of employment: IS-100.c, IS-200.c, IS-700.b, and IS-800.b.

Licensing:

Driver's License valid in the State of Texas

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Drug and Alcohol Testing:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

Employment At-Will:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either expressed or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.