

Geographic Information Systems Specialist

The Geographic Information Systems Specialist performs independently, with lead work responsibilities in cartography and geographic information system (GIS) methods. This position assists Agency staff with GIS methods, provides map products and data support for reports and projects, updates a variety of GIS coverages, collects and processes digital data for GIS products, and performs related work as required.

Position responsibilities:

- Design, develop, migrate, harmonize and maintain complex GIS data sets;
- Analyze and interpret digital data sets, maps, aerial photography, and other source documents;
- Perform GIS data conversion, transformation, and spatial analysis;
- Code, test, modify, and document computer programs for GIS;
- Develop customized GIS tools for use with ESRI's ArcGIS software;
- Document methodology and metadata;
- Provide technical support and training in GIS methods to Agency staff;
- Coordinate GIS procedures and data processes for the Agency
- Prepare maps and map series using professional cartographic techniques;
- Coordinate data exchange with other agencies;
- Respond to public requests for GIS data and mapping;
- Represent the Agency in GIS user groups and other meetings; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor's degree in geography, GIS, planning, cartography, or related field, from an accredited college or university, and a minimum of two years working experience using ESRI's ArcGIS (ArcMap, Arc/Info and ArcView), including the geodatabase and SDE formats and the Spatial Analyst extensions in a Windows based environment. Knowledge of GIS principles and methods, including coordinate system transformations and projections, digital data input methods, topological data structures, and relational database management systems. Demonstrated ability to use ESRI's GIS software to produce quality cartographic products and other presentation materials. Experience using MS Office, including Access, Excel, or other database applications. Experience with ArcIMS, VBA, Python, and Java Script is desired, but not required.

Certifications: None required

Licenses: None required

Salary Range: R-10 (starting salary: \$46,975 per year)

FLSA Status: Exempt

Reports to: Division Director of Environmental Resources Planning

Physical Demands

Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission's programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

Work Environment

Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer

This position description reflects the Agency's assignment of essential functions; and nothing herein restricts the Agency's right to assign or reassign duties and responsibilities to this position at any time.