

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN/ ASSISTANT PLANNER & PROJECT MANAGER

JOB DESCRIPTION

Qualifications and Experience

B.A. or B.S. in Geography, Environmental Science, Computer Science, or related field with experience in Geographic Information Systems (GIS). A Master's Degree in Geography is preferred. One year of work experience in a public agency, preferably local government, or two years experience working in the private sector. Must have a fundamental knowledge of the function and necessity of local government. Must have managerial and leadership potential and be a motivated self-starter who can take directions from a supervisor. Must have experience in analyzing spatial data in a municipal setting and translating client requirements into appropriate GIS reports and thematic maps. Must have knowledge of modern component-based GIS tools and methodology for municipal and utility GIS use cases. Knowledge of SQL Databases and ArcGIS Enterprise Server is required. Must be able and willing to learn math and statistical analysis. Must be able to demonstrate excellent verbal and written communication skills. Must have strong organizational, time management, and interpersonal skills. Must have a desire to work in politically sensitive situations and be able to interact effectively with people in a public setting. Must have strong analytical and problem solving skills. Must understand project management functions and be able to successfully complete tasks in order to complete projects. Must understand and be willing to conduct field work studies.

Duties – Geographic Information System Technician

Prepare and develop all company-related project mapping, design, and graphic material. Develop and maintain graphics and mapping files and databases that are readily available for company usage. Create and maintain GIS database for clients to access pertinent community mapping information. Enhance graphics and mapping services to compete and maintain with growing demand. Work closely with CEO and CFO to develop enhanced productivity features and identify cutting edge technical advances that will provide effective and efficient business operations. Specifically, the GIS Technician will be responsible for the following:

- The on-going spatial data maintenance and dissemination, end-user support and the generation of maps and other GIS reports and information product.
- Compiling and organizing GIS data from maps, databases and other sources.
- The collection and conversion of mapping resources and data.
- The daily input and editing of municipal infrastructure.
- Conduct programmatic and manual analysis and create reports and thematic maps on the data within the GIS.
- Ensure that quality assurance on new or revised data conforms to standards laid out in the Geodatabase, or any other applicable standard or policy.
- The conversion, import and export data in and out of the GIS system.
- The preparation of regular status reports, highlighting GIS issues requiring attention.

Duties – Assistant Planner & Assistant Project Manager

Assist Project Managers in the planning, management, and financial areas of client projects. Conduct and prepare environmental review assessment for client projects. Prepare all necessary compliance documents and generally manage compliance issues for client projects. Collect data and prepare reports, forms, and studies for project managers. Organize and maintain computer data files and hard copy files. Under supervision of Project Managers, conduct necessary field work required for project completion. Accomplish project objectives by planning and evaluating project activities. Specifically, the Assistant Planning & Project Manager will be responsible for the following:

- Develop project filing system and database.
- Develop and manage environmental review file for assigned projects.
- Manage client contact database.
- Support project task and milestone completion.
- Conduct field reconnaissance necessary for planning and mapping activities.
- Complete other duties as assigned by project managers, supervisors, and principal owners.

Working Conditions

- Works within an office, Monday through Friday from 8:00 a.m. to 5:00 p.m. (40 hours per week).
- May occasionally be required to work beyond normal office hours in order to meet deadlines and handle workload.
- Field work will be required to collect data and information, as necessary.
- Work may include some overnight travel.
- Attend workshops and information seminars related to job duties.

Benefits

- 401k retirement account with matching contribution up to 4%
- Flexible scheduling
- 13 recognized holidays
- Company Health and Wellness Program
- Up to 25 days PTO during each calendar year (*amount of PTO is determined by total years of service*)
- Salary Range: \$40,000 to \$55,000 (*commensurate with experience*)

Location

This job will be located in the Cleveland, Texas.