

GIS and Data Technician

Job Summary:

The GIS and Data Technician is responsible for working with staff to maintain and grow the District's Geographic Information Systems (GIS) databases. Performs routine to highly complex GIS work, planning and research work including data analyses and technical assistance.

This position works closely with office and field staff to ensure District's needs are met by helping to verify and review all field collected data.

This position reports to the General Manager, however will work closely with all related staff.

Hours Required: Full Time (40 hours/week) or Part Time (20 hours/week)

Salary Range: \$ 20/\$ 30 hour (salary Commensurate with qualifications)

Essential Duties:

- Provides GIS technical assistance to District staff and public users;
- Complete necessary data entry and help maintain District databases;
- Complete data review in different District programs as necessary;
- Be proficient in District Rules, and assist with permitting needs as may be required;
- Collaborate with appropriate staff in various programs to identify additional functionalities to improve business processes;
- Be willing to do field work (reading meters, measuring wells, collecting water quality etc.) on a fill in bases when needed;
- Maintain the required certifications and licenses and meets the continuing education needs and requirements of the position including, attending mandatory training courses; and
- Perform other essential or marginal functions as necessary.

Knowledge of:

- GIS-related hardware and ESRI, ArcGIS, ArcEditor and other relevant geospatial software.
- Experience with relational databases, including querying, reviewing and importing/exporting data. Knowledge of Access and SQL a plus.
- Experience developing mapping applications.
- Some knowledge of hydrology, Texas Regional and State water planning or water projection data is preferred, but not necessary.

Education/Experience Requirements:

- Graduation from an accredited four-year college or university with a bachelor's degree. Preference given towards Planning, Resource and Environmental Studies, Geography, Hydrology, Geographic Information Systems, Computer Science, Computer Engineering or related field.
- One to two years of work experience with GIS or relational databases preferred.
- Relevant education and experience can be substituted on a year-for-year basis.

Additional Requirements:

- Proficiency with basic GIS concepts for data review, editing and analysis.
- Proficiency working with relational databases, including querying, reviewing and importing/exporting data.
- High detail oriented
- Self-motivated
- Skills in organizational, interpersonal and oral and written communication skills.
- Skills in preparing and writing technical reviews and reports.
- Ability to work efficiently in a dependable, organized and productive manner while managing multiple tasks and meet deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Must possess a valid Texas driver's license and have an acceptable driving record.

Physical Demands

- Sitting at a desk using a desktop computer for extended periods of time
- Bend, lift (up to 50 lbs.), climb, walk in both indoor and outdoor working environment.

Contact:

C. E. Williams

General Manager, Panhandle Groundwater Conservation District

201 W. Third Street

P.O. Box 637

White Deer, TX 79097

Phone 806-883-2501 or Cell 806-669-4458

Email: cew@pgcd.us