



Prairielands Groundwater Conservation District

GIS Specialist Job Description

Position: GIS Specialist, Full-time (Exempt)

Hours Required: Full Time (40 hours/wk) (Exempt)

Immediate Supervisor: General Manager

Salary Range: Salary commensurate upon qualifications

Job Summary:

The **GIS Specialist** is responsible for the maintenance and growth of the District's Geographic Information Systems (GIS) databases. Performs routine to highly complex geographic information system work, planning and research work including data analyses and technical assistance.

This position works closely with field and permitting staff to ensure proper permitting and documentation of groundwater/surface water use as well as verifying accuracy of well permits, communicating with well registrants on compliance issues, verifying well locations, meters and pumpage; and verifying and enhancing the District's well permit database.

Essential Duties:

- Support team members in their daily activities by furnishing precise information through the use of a geographic information system (GIS).
- Review well permits for accuracy and resolve issues as needed;
- Apply basic principles of groundwater conservation and be highly knowledgeable of the Rules of the District and of their application to all affected parties;
- Work closely and effectively with private and governmental partners to establish successful working relationships;
- Assist management in communications with local platting authorities;
- Reference property records, plats, and surveys to determine accurate property lines in ArcGIS;
- Work with the General Manger to provide reports as needed using the District's groundwater management system; and
- Perform other duties as assigned.

Knowledge of:

- GIS-related hardware and ESRI ArcGIS, Arc Editor, and other relevant geospatial software.
- Functional working knowledge of hydrogeology, surveying, and cartography
- Addressing, parcel mapping, water and wastewater collection and distribution systems.
- Regional and state water planning in Texas and/or water use or water projection data

Education/Experience Requirements:

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

Additional Requirements:

- Have proficiency with basic GIS concepts for data review, editing, and analysis
- 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 to be able to manage multiple tasks and meet deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Perform other essential or marginal functions as necessary.
- Must possess a valid Texas driver's license and have an acceptable driving record.
- Must be able to pass all testing and screening requirements established at time of application.

Physical Demands:

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

To apply for this position, interested candidates are required to submit a current resume and a completed Prairielands Groundwater Conservation District employment application to:

**General Manager
208 Kimberly Drive
Cleburne, Texas 76031**

**Or, email:
kjones@prairielandsgcd.org**

Employment Applications may be downloaded at
www.prairielandsgcd.org/about/employment/

Prairielands Groundwater Conservation District is an Equal Opportunity Employer