

IT/GIS SPECIALIST

Salary \$46,000.00 - \$69,000.00 Annually

Essential Job Duties

1. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.
2. Develop and maintain internet maps and data downloader, including use and maintenance of ArcGIS Server and ArcGIS Online.
3. Provide quality assurance/quality control (QA/QC) of GIS data entry and related GIS application integration.
5. Provide GIS application development support for NWARPC. This includes web maps and mobile device apps designed for staff viewing and/or collecting data, and apps for use by the public.
5. Provide data entry, geocoding, analysis, validation, maintenance and update of GIS (spatial and attribute) data for the region's transportation system, transportation projects, land use, environment, and demography.
6. Perform simple to complex spatial analysis to assist NWARPC with information gathering and decision making, including the ability to create and run models in ArcGIS, write scripts using Python, and perform network, spatial, and 3D analysis.
7. Manage data and synchronization from various data and software sources with the NWARPC GIS System, State DOT systems, and member organizations.
8. Research and interpret engineering construction plans, plats, legal metes and bounds descriptions and various mapped information; extract relevant information for data entry; analyze data.
9. Design, develop, implement, update, and troubleshoot GIS databases, including SDE databases.
10. Skilled in the use of ArcGIS Server and skilled in ArcGIS Server administration.
11. Basic knowledge of application development using the ESRI suite of ArcGIS software.
12. Working knowledge of Microsoft SQL Server 2008 or higher, knowledge of HTML5 – desktop and mobile browser environments as well as knowledge of programming languages such as VB.Net, JavaScript or Python is desirable. Working knowledge of model building in ArcGIS.
13. Provide technical assistance and support for GIS users, including troubleshooting, diagnostics, problem resolution and general question response.
14. Conduct end user training and develop end user documentation.
15. Establish mapping procedures and standards for map products. Compose all forms of transportation facility mapping, including special use maps, performance measures maps, thematic maps, and decision support maps. Compose forms of planning mapping including zoning, land use, wards, district maps, etc.
16. Coordinate with other staff on their GIS needs.
17. Coordinate with other governmental entities to ensure compatibility of data, and compliance with regional and state standards.

18. Manage special projects, which may include prioritizing, training and guiding other employees and members.
19. Make recommendations and provide expert advice to NWARPC regarding GIS systems and software solutions.
20. Meet with staff, members, vendors, State DOT's and others to solicit cooperation and resolve problems.
21. Responsible for the collection of raw data for input into GIS; perform data entry, data conversion, and data organization for data entry into the system; verify or collect field data; compile, digitize, rectify and enter NWARPC information into the GIS database; manipulate and analyze data to generate reports, maps, and other technical documents.
22. Responsible for transportation data maintenance on various datasets and maps, including the transportation improvement program, metropolitan transportation plan, travel speed, condition, safety/crash, trail usage, zoning, land use, Census data, etc. using GIS software.
23. Provide information on existing and proposed transportation facilities; respond to mapping and information requests by staff, private companies, and other governmental agencies, as required.
24. Respond in a courteous and professional manner to requests for information and services from staff, citizens, other governmental agencies, businesses, and non-profit organizations.
25. Research records and plans within the City and County governments.
26. Ability to update and maintain NWARPC website.
27. Provide IT support to NWARPC office including perform regular maintenance and backups on servers and systems. Setup and install computers. Provide support for electronics systems including phone, audio visual, projection, printers, etc.
28. Independent judgment, discretion and due diligence must be consistently exercised in the performance of the job duties and responsibilities. Maintain confidentiality of information as appropriate.
29. Carry out duties independently with little to no supervision.
30. Occasional evening or weekend work.
31. Perform other duties as assigned.

Secondary Job Duties

Secondary duties as assigned.

Minimum Qualifications

1. Bachelor's degree in a GIS related field and 3 years of closely related GIS experience. Prefer Master's degree in a GIS related field with 2 years of closely related GIS experience.
2. Effectively communicate with others orally and in writing.

3. Ability to serve the public and other staff in a diplomatic and professional manner, exercising good emotional control; must have good interpersonal skills.
4. Ability to read, analyze, and interpret professional journals, technical manuals and procedures, or governmental regulations.
5. Ability to write detailed technical reports; ability to prepare charts, graphics and maps; ability to write business correspondence and procedure manuals; and the ability to utilize publishing software.
6. Ability to effectively present information and respond to questions from customers, groups of managers, committees and the general public.
7. Ability to work with mathematical concepts, such as fundamentals of plane and solid geometry and rectangular coordinates. Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
8. Ability to solve practical problems in real world mapping situations, including the use of map projections.
9. Ability to interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Ability to read and interpret Subdivision plats and engineering design plans.
11. Must be proficient in the use of a computer and job-related software programs including M.S. Access, M.S Excel, M.S. Word. Must be able to effectively operate standard office equipment.
12. Skilled in the editing and manipulating of data with ArcGIS software.
13. Ability to be innovative, organized, self-motivated, and effectively prioritize tasks.
14. While performing the functions of this job, the employee is regularly required communicate with others both in person and over the phone, stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities to accomplish computer and office work.
15. While performing the functions of this job, the employee is occasionally exposed to outside weather conditions.

Submit resume to: **NWARPC, 1311 Clayton Street, Springdale, AR 72762 or ebowen@nwarpc.org.**

Resumes will be accepted until the position is filled. NWARPC complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in hiring and employment practices and in programs and activities receiving federal financial assistance. An Equal Opportunity Employer.