GIS & Data Analyst

Performs database maintenance and GIS system analysis. This includes the use of automated mapping products and training, supervision, coordination, and quality control of others in the operation and use of the GIS hardware and software applications.

Essential Functions:

- Digitizes map information for automated mapping systems using ARC/INFO.
- Organize and store digitized information in computer files.
- Edit digitized information, enter models into the GIS database, and perform maintenance on models.
- Train staff in the operation of the GIS hardware and software applications.
- Evaluate new GIS hardware and software packages.
- Provide technical assistance to section personnel.
- Write instructional macros using ARC/INFO.
- Maintain progress log for project documentation and monthly reports.
- Verify accurate conversion of map check plots and digital reference products.
- Create workspaces for Web Map utilizing ARC/INFO.
- Maintain the "FileNet" database for Web Map including scanning, data entry and quality control.
- Address known data inconsistencies and Web Map comments.
- Coordinate with other personnel to acquire missing data and/or resolve inconsistencies.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of conventional, cartographic, and engineering records including drafting symbol standards.
- Knowledge of GIS, ARC/INFO, AutoCAD, FileNet, VB-Visual Basic, Cartographic Modeling, and Spatial analysis.
- Strong working knowledge and user proficiency in the use of the ESRI ARC/INFO GIS software package.
- Ability to instruct others in the use of GIS hardware and software and the design and operation of related processes.
- Ability to use PC software including Word, Excel, and Access.
- Good oral and written communication skills.

Requirement:

- BS or Associate's Degree in cartography, computer science, engineering or related field and five years of engineering work in drafting (conventional mapping techniques), GIS, and automated mapping techniques.