



Prairielands Groundwater Conservation District

GIS Specialist Position Description

Position: GIS Specialist, Full-time (Non-Exempt)

Opening Date: October 1, 2019

Closing Date: Open Until Filled

Work location: Cleburne, Texas

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

Salary Range: \$24/\$28 hour (Salary will commensurate with 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:

- Provides GIS technical assistance to District staff and public users;
- Reviews, maintains, and updates the central appraisal district files;
- Coordinates with Public Utility Commission (PUC) and Texas Commission of Environment Quality (TCEQ) to collect Certificate of Convenience and Necessity (CCN) and district boundaries;
- Collaborate with appropriate staff in various program areas to identify additional functionalities to improve business processes;
- Provide technical assistance in projections for joint and regional water planning purposes;
- Assist with permitting needs as may be required;
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses; and
- Perform other essential or marginal functions as necessary.

Knowledge of:

- GIS-related hardware and ESRI ArcGIS, Arc Editor, and other relevant geospatial software.
- Functional working knowledge of hydrogeology, surveying, and cartography
- Experience with relational databases, including querying, reviewing, and importing data.
- Experience developing mapping applications.

- 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. Preference given towards 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.
- 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.
- Highly knowledgeable of the Rules of the District and of their application to all affected parties;

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 Prairielands Groundwater Conservation District application to:

**General Manager
PO Box 3128
Cleburne, Texas 76033**

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

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

Prairielands Groundwater Conservation District is an Equal Opportunity Employer