The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: GIS TECHNICIAN

JOB FAMILY: Science

JOB NUMBER: 850003 (Science Specialist)

SALARY GRADE: 5

FLSA STATUS: Exempt

BASIC QUALIFICATIONS:
• Bachelor’s degree in science-related field and 2 years related experience or equivalent combination of education and experience.
• Experience utilizing GIS software to create data layers and maps.
• Experience working with Microsoft Office Suite software (especially PowerPoint and Access).
• Experience managing databases and producing reports.
• Experience coordinating multiple projects and managing timeframes.

ESSENTIAL FUNCTIONS:
The GIS Technician works closely with conservation and science staff in terrestrial and marine programs to research and gather data to identify priorities and direct the implementation of conservation actions. This may include some or all of the following:
• Gathers and synthesizes data relating to conservation to create new data layers or edit old ones.
• Performs geoprocessing and topology editing within ArcInfo.
• Develops and maintains the GIS library and upholds Best Management Practices on local GIS Server.
• Assists with data entry and quality control of spatial land and marine conservation data.
• Assists with the administration of GIS hardware/software.
• Assists with producing maps.
• Provide technical GIS assistance in-person and via phone.
• Assists with organizing and instructing training events for GIS users on staff.
• Work with key external partners to assist with GIS data development and analysis

REQUIRED KNOWLEDGE AND SKILLS:
• Bachelor’s degree in science-related field and combined 2-3 years related experience and/or graduate education. Prior work experience preferred.
• Knowledge of natural systems and natural systems management techniques
• Analyzing, manipulating, and interpreting data, including simple statistics
• GIS experience in ArcInfo, including ability to utilize data to create appropriate maps
• Database management skills including report production
• Completing tasks independently with respect to timeline(s)
• Managing and prioritizing tasks from multiple sources
• Working knowledge of common software applications (e.g.; Word, Excel, PowerPoint, Access, Web browsers, site selection algorithm program).
• Communicating clearly via written, spoken, and graphical means in English

COMPLEXITY/PROBLEM SOLVING:
• Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes
• Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
• Compiles data, resolves disparities, and modifies processes to generate plans
• Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems
DISCRETION/LATITUDE/DECISION-MAKING:
- Work affords significant opportunity to act independently on assigned tasks with ability to exercise independent judgment
- Continuing developmental level, performs standard work requiring application of standard techniques and procedures
- Addresses issues with supervisor that affect others’ work or the overall program

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:
- May supervise/lead a small staff of Science Technicians I, interns, and/or volunteers on a project basis and be assisted by lower-level scientists.
- Purchase equipment and supplies, in consultation with supervisor as provided for in budget
- May assist with program budget development and monitoring
- Works under minimal supervision

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Ability to work cooperatively with a number of staff and external parties, sometimes under pressure, in order to complete project work and goals in a timely manner
- Formulate ideas and communicate clearly with others, both orally and in written form
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information.

WORKING CONDITIONS/PHYSICAL EFFORT:
- The GIS Technician’s work requires only minor physical exertion and/pr physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Work requires some intra-island travel and possible trips to the mainland for conferences/meetings.

TO APPLY:
Please submit cover letter outlining relevant work experience as it relates to the basic qualifications and required knowledge and skills and a resume to jeber@tnc.org by April 18, 2008.

The Nature Conservancy is an Equal Opportunity Employer.