



Position Announcement

Information Systems Coordinator

Open Date: Wednesday, August 25, 2021

Close Date: open until filled

The Tualatin Soil and Water Conservation District (District) is hiring an Information Systems Coordinator (Coordinator). The Coordinator is responsible for providing GIS technical support and overall management of the District information system.

Application Instructions:

Please submit a current resume (maximum two pages), cover letter (maximum one page), and three references in PDF format. In your resume and cover letter, please highlight your experience in relation to the *Essential Job Duties* as listed in the position description below.

Send your completed application materials (mail or email accepted) to:

Kelly Dawes, Director of Finance and Operations
Tualatin Soil and Water Conservation District
7175 NE Evergreen Parkway, Suite 400
Hillsboro, OR 97124
Kelly.dawes@tualatinswcd.org

Equal Employment Opportunity Statement

The Tualatin Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Veterans' Preference

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for Tualatin SWCD positions. If you are a veteran and would like to be considered for veterans' preference for this job, please provide qualifying documents with your application submittal.

Position Announcement

Information Systems Coordinator (Coordinator)

Position Summary:

The Coordinator is responsible for providing GIS technical support, developing, managing, and supporting information systems, and configuring the District reporting tools. Primary duties include managing District GIS resources, assisting with daily GIS project tasks for the District, analyzing spatial data, generating reports, and providing training and support for District staff.

Salary and Benefits:

This position is full time at \$56,910.00 - \$65,101.00 per year plus benefits. Medical and dental insurance are available after 60 days. 100% Tualatin SWCD-paid short-term disability, long-term disability, and life insurance available after 180 days. Tualatin SWCD will contribute 5% of the gross earnings per pay period to a 457(b)-retirement plan after 180 days.

Essential Job Duties:

GIS Data Management and Support

- Data Development, Acquisition, and Management:
 - Design, integrate, update, manage, and archive geospatial data to maintain an efficient, accurate, and effective GIS for GIS users.
 - Manage and acquire geospatial data to support project and user needs; manage and maintain metadata and District geodatabases; develop and maintain GIS best practices for organizational GIS; identify and reconcile mapping/data discrepancies using standard QA/QC procedures.
- Mapping:
 - Prepare, plan, produce, and update a variety of maps, templates, and web maps.
- Licensing and Software Management:
 - Manage and maintain GIS resources; oversee software application and hardware updates; direct and participate in the long-term development and enhancement of GIS/GPS information technology to meet organizational needs. Research and develop new tools and technology for GIS/GPS applications.
 - Includes management of the District ArcGIS Online site, Portal, Enterprise geodatabases and integration between GIS and other programs

- Mobile Technology and Field Data Collection Support:
 - Lead the implementation of field data technology and data-collection protocols; support mapping for in the field using GPS technology and unmanned aerial vehicles (UAVs); provide mobile field technology support and data processing support for conservation projects.

Information Systems Development, Management and Support

- Manage, refine, and assist with development of software to support District workflows and data management. Provide quality control, and support development of new integrations and modules as District grows.
- Design, create and maintain relational databases.
- Manage the District Customer Relationship Management (CRM) account and custom internal project management software application.
- Strategic planning and system development.

Reporting

- Develop and configure reporting tools.
- Build queries from District data sources and perform analysis to meet District reporting needs.
- Support annual program and District reporting to the public and to partners.
- Assist District staff with ad hoc report needs.

Secondary Functions

Staff Coordination and Support

- Interact frequently with staff to assess mapping needs and resources.
- Coordinate and conduct trainings; develop training materials and manuals; respond to and resolve user inquiries; develop and maintain user documentation.
- Work with IT contractor on behalf of staff as needed.

Partner Collaboration

- Represent District within the regional GIS community by attending meetings and trainings; build collaborative relationships with other conservation organizations.
- Data sharing with partners on regional strategies and prioritization, assist with prioritization data analysis and mapping.

Administrative Support

- District administrative support: Maintain District files, time, and attendance according to established District policy.
- Participate in special projects: Assist or lead special projects as identified by District.
- Professional development: Remain current in all development and training of the skills needed to perform the duties of the position.

Education and Experience:

The following experience and qualifications are required to perform the duties of the Coordinator position:

- This position requires a minimum of two years of professional experience related to Geographic Information System (GIS), Geography or a related field.
- Experience managing an organizational ArcGIS Online Account; administrating user roles and permissions; managing and publishing services; producing web maps and apps; developing field and office-based workflows using data in the cloud.

The following experience is preferred to perform the duties of the Coordinator position:

- GIS certificate from accredited college or university or 3 years of professional experience.
- Relational database certification or 2 years of professional experience with SQL.
- Proficiency with drone imagery; data collection and processing using open-source software.
- Have (or be able to obtain) a valid Oregon driver's license and clean driving record (clean to be determined by the TSWCD insurance carrier).

Knowledge, Skills, and Abilities:

To be successful in this position, an applicant must have:

- Strong written and verbal communication skills (email, phone, one on one conversations, etc.).
- Strong time-management, organization, problem-solving and project-planning skills.
- Strong knowledge of computer-based technology and software.
- Interest and enthusiasm for conservation and, in particular, the mission, goals, and values of the District.
- Competence in working with Esri's ArcGIS Desktop suite (ArcMap, ArcCatalog, Arc Toolbox, ArcPro) and extensions (i.e., Spatial Analyst and 3D Analyst).
- Ability to perform GIS data conversion/editing, spatial analysis/reporting tasks, spatial database management, and GIS map production.
- Proficiency in Microsoft Outlook, Word, Excel, and Access.
- Experience with data organization and management.
- A willingness to train and support staff.
- Ability to create a preferred future.
- Enjoy responsibility.

Additional knowledge and skills that would benefit the person in this role include:

- Bachelor's degree in Geographic Information System (GIS), Geography or a related field.
- Experience with PowerBI, Customer Relationship Management (CRM) software such as Insightly, and project management software.
- Experience developing tools and scripts using Esri Model Builder or Python.
- Basic background in SQL, PostGRES and other database software.
- Experience and familiarity with Remote Sensing.
- Experience using GIS for natural resource management and/or conservation projects.
- Capability for supporting fieldwork & collecting GPS data as needed.

Working Conditions

This position is performed primarily in a work environment that is usually free from hazards or obstacles. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. There is minimal requirement for physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.