



# Tualatin Soil and Water

## CONSERVATION DISTRICT

Position Announcement

---

### ***Information Systems Coordinator***

---

**Open Date: Thursday, January 13, 2022**

**Close Date: Open until filled**

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

Submit 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)**

#### **General Position Summary:**

The Information System Coordinator (Coordinator) is responsible for developing, managing, and supporting information systems, providing technical support to Tualatin SWCD staff, and configuring and managing Tualatin SWCD's reporting tools. Primary duties include managing Tualatin SWCD data and GIS resources, generating reports, and providing training and support for Tualatin SWCD staff.

#### **Salary and Benefits:**

This position is full time plus benefits. Salary is dependent on experience. 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:**

##### **Information Systems Development, Management, and Support**

- Manage, refine, and assist with development of software applications to support workflows and data. Provide quality control, testing and troubleshooting, and support development and implementation of new software tools as needs evolve.
- Design, create, maintain, and troubleshoot relational databases.
- Manage, maintain, and troubleshoot the Customer Relationship Management (CRM) system.
- Manage, maintain, and troubleshoot the customized project management software application.
- Lead communication with consulting IT group for maintenance and improvements on software applications and integrations.
- Strategic planning and system development.

##### **Reporting**

- Develop and configure reporting tools such as Power BI.
- Build queries from data sources and perform analysis to meet reporting needs.
- Support annual program-level and organization-wide reporting to the public and to partners.
- Assist staff with ad hoc report needs.

## **Secondary Functions**

### **GIS Data Management and Support**

Assist Tualatin SWCD staff with:

- Data Development, Acquisition, and Management:
  - Design, integrate, update, manage, and archive geospatial data to maintain efficient, accurate, and effective GIS users.
  - Manage and acquire geospatial data to support project and user needs; manage and maintain metadata and geodatabases; develop and maintain GIS best practices for organizational GIS; identify and reconcile mapping/data discrepancies using standard QA/QC procedures.
- Licensing and Software Management:
  - Manage and maintain GIS resources; oversee software application and hardware updates.
  - Assist with Tualatin SWCD's ArcGIS Online site, Portal, Enterprise geodatabases and integration between GIS and other programs.

### **Staff Coordination and Support**

- Interact frequently with staff to assess data 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.

### **Administrative Support**

- Provide administrative support: maintain files, time, and attendance according to established Tualatin SWCD policy.
- Participate in special projects: assist or lead special projects as identified by Tualatin SWCD.
- Pursue professional development; remain current in all development and training of the skills needed to perform the duties of the position.

### **Knowledge, Skills, and Abilities:**

This position is detail oriented and technical, requiring performance of the following essential job functions:

- Strong knowledge of computer-based technology and software.
- Experience with data organization, management, and control.
- Basic knowledge of Geographic Information Systems.
- Strong written and verbal communication skills (email, phone, one on one conversations, etc.).
- Strong time-management, organization, problem-solving, and project planning skills.
- Interest and enthusiasm for conservation and, in particular, the mission, goals, and values of Tualatin SWCD.
- A willingness to train and support staff.
- Ability to convey technical information training to non-technical staff.

- Ability to perform a wide range of research.
- State, Federal, and District policy knowledge.

### **Education and Experience:**

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

- Minimum of 24 months professional experience related professional experience; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- Basic understanding of and experience in the concepts, practices, and procedures system development, data processing, professional standards, and basic programming principles such as program and system debugging.
- A working knowledge of Microsoft Office products (i.e., Excel, Word, PowerPoint).
- Basic background in SQL, PostGRES, and other database software.

The following experience is preferred to perform the duties of the Coordinator position at a fully proficient level:

- Have (or be able to obtain) a valid Oregon's driver's license and clean driving record (clean to be determined by the TSWCD insurance carrier).
- Relational database certification or two years of professional experience with SQL.
- Experience with:
  - PowerBI.
  - Customer Relationship Management (CRM) software.
  - Project management software.
  - GIS data management.
- Degree or certification in Computer Science, Geographic Information System (GIS), Geography, Mathematics, Economics, or a related field.
- Ability to detect, analyze, and communicate software or system problems.
- Demonstrated understanding of programming languages and technologies upon which District systems are based.

### **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.