

January 15, 2013

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB OPENING

CLASSIFICATION: Geographic Information Specialist II

STATE CLASSIFICATION CODE: Class No. 0271/B20

LOCATION: Temple, Texas

MINIMUM STARTING ANNUAL SALARY: \$43,673.00

GENERAL DESCRIPTION OF DUTIES

Serves as Geographic Information Specialist on the Statewide Resource Management (SRM) Team supporting the administration of the Texas Nonpoint Source Management Program and other agency programs. Performs complex (journey-level) geographic information system work. Work involves input and manipulation of geographic information to create, maintain, display, update and produce accurate maps and other representation of data. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Work also involves providing assistance in the planning, development, maintenance, and monitoring of database systems; assisting with the development of database policies and procedures; and maintaining data integrity.

EXAMPLES OF WORK PERFORMED

Creates and modifies maps, graphs, or diagrams using geographic information software and related equipment.

Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.

Digitizes and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information.

Evaluates information from outside sources to determine the quality of the data.

Translates data from outside sources and converts data to assist users.

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies.

Writes programs and develops user interfaces, menus, and macro-level commands to meet user needs.

Enters, corrects, and debugs database records.

Assists in the development of geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership.

May write, design, or edit web page content that includes the preparation of graphics, text, and tables.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in geographic information systems analysis and design work. Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, geography, geographic information systems technology, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography.

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues.

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; to communicate effectively, and to train others.

Must be able to safely and legally operate a motor vehicle.

Must be able to safely accomplish moderate lifting (up to 30 lbs.)

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resources Department
Texas State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503
254/773-2250

******Important Notice******

This position exists due to federal funding available to the TSSWCB under the provisions of a contribution agreement between the TSSWCB and the EPA. Funding is contingent upon funds being appropriated by Congress, made administratively available, or authorized by law and is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of the contribution agreement between the TSSWCB and the EPA. All other employment policies and procedures are the same as those that apply to all TSSWCB employees.