OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**GIS DATA ANALYST**	**Grade:**	14
Division:	**Wildlife**	**Job Code:**	**1104**
Reports To:	LANDS & MINERALS COORDINATOR / GIS SUPERVISOR	**FLSA Status:**	**Exempt**

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Lands & Minerals Coordinator / GIS Supervisor, will provide support to wildlife division personnel to update and maintain datasets in the wildlife information land management application (WILMA). Responsible for planning, managing, organizing, coordinating Geographic Information Systems (GIS) functions within pre-determined guidelines. Observe and analyze scientific data. May represent the Department as GIS liaison/representative. Manage, maintain, and update GIS servers, both hardware and software, to keep GIS operation and function available at all times for Department needs.

JOB DUTIES

- Handle or coordinate data entry, compile and/or convert digital data as necessary.
- Analyze spatial and attribute data using GIS software, display data through the use of maps, reports, charts and tables using plotters and printers.
- Create, maintain, and update databases using GIS, and other software; develop and maintain links between various databases.
- Manage multi-faceted GIS projects both independently and as a member of team(s).
- Customize application software to provide GIS capabilities to agency personnel through easy to use, Windows-based interfaces to maximize their productivity.
- Conduct mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data; verify map information and make changes as deemed appropriate according to needs of the project.
- Stay informed and proficient in skill levels as new technologies emerge.
- Prepare technical presentations using the GIS interface and using graphics software to view and present images.
- Provide technical support and assist in training others in fundamentals of GIS and related subjects and skills.
- Regularly advise supervisor and other project team members on status of projects, and progress toward meeting all deadlines.
- Design, program, or model Geographic Information Systems (GIS) applications or procedures.
- May include additional duties as required.

Must have the ability to:

- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely for both technical and non-technical audiences.
- Occasionally work extended hours, weekends, and stay overnight out of town and endure various extremes of outdoor weather conditions.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Use Department issued computer, software, and various office equipment.
- Work with IT personnel to maintain GIS server networks and applications.
- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.

REQUIREMENTS:

EDUCATION and EXPERIENCE:

Requires a bachelor's degree in geographic information systems (GIS), geography, cartography, computer science, or a closely related field. For degrees in wildlife or fisheries 24 hours of certified Geographic Information System (GIS) classroom instruction is required. Four years related experience may substitute for classroom instruction. Preference will be given for course work in geography, environmental science, wildlife biology, ecology, and/or botany, from an accredited college or university.

KNOWLEDGE AND SKILLS:

Windows based PCs, Microsoft Office 365 (Word, Excel, SharePoint, Email, Access)
Python helpful but not required.
Geographic Information Systems (GIS)
ArcGIS Server
ArcGIS Portal
ArcGIS ONLINE (AGOL)
Maintain GIS web applications and spatially enabled management systems.
ArcGIS Apps such as Field Maps, Survey 123, Quick Capture, Web AppBuilder(WAB)
Administer GIS server networks and applications.
Maintain GIS-related documentation and procedures.
Experience with ArcGIS Database Management practices and in developing ESRI-based apps using JavaScript is preferred.
Accurately observe, record, and analyze scientific data using commonly accepted scientific and statistically reliable techniques.
Exercise good judgment in analyzing situations and making decisions in collecting, evaluating, and presenting information clearly and concisely.
Work professionally and courteously with the public, colleagues, and other agencies.
Inductive Reasoning
Innovative
Analytical Thinking Skills