



# State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
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**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**CARL J. RICHKO**  
*Chairperson*

**LISA J. PLEVIN**  
*Executive Director*

Job Title: GIS Specialist II  
Type of Position: Full Time (35 hours/week, Exempt) Unclassified  
Salary Range: \$69,579.06 - \$75,000.00  
Issue Date: August 10, 2022. Closing Date: September 30, 2022

## **Job Description:**

Under direction of a Geographic Information System (GIS) Specialist 1, designs, develops, coordinates, and conducts computerized geographic information system work relating to the geographic analysis of environmental parameters and/or other factors, image processing, interpretation and application of remote sensing data, and mathematical cartography research; coordinates and conducts the operation and maintenance of computer hardware and software associated with the Geographic Information System; does other related duties.

## **Job Duties**

- Conducts and/or coordinates study, design, data acquisition, data reformatting, and application of ESRI GIS software for applications specific to agency projects, activities, and issues.
- Coordinates and/or conducts training sessions for specialized software use to other members of the Agency.
- Operates and/or coordinates the operation of the GIS and all associated hardware and software to ensure proper display of results of computer analysis.
- Follow GIS projects through their entire lifecycle, from requirements gathering, choosing the technical platform, implementation, and presenting the results.
- Assists and/or conducts data file management including updating, editing, merging, deletions, and additions.
- Coordinates and/or performs the design of layout and features on map, graph, and chart output products from the GIS.
- Coordinates and/or oversees database design, development, and organization for automation and analysis for assignments relating to the GIS.
- Prepares and/or coordinates the preparation of technical reports and correspondence in the course of official duties.
- Maintenance on web mapping applications and working with outside contractor to keep

applications running optimally.

#### Knowledge and Abilities:

- Knowledge of geography and cartography and its applications to geographic information systems.
- Knowledge of database management, and database utilization.
- Knowledge of Python required. (SQL, JavaScript, etc preferred)
- Proficient in the use of ESRI products including ArcPro, ArcMap, ArcServer and ArcGIS Online.
- Ability to assess specific data needs of various department units and to direct the implementation of computer mapping and geographic analysis capabilities.
- Ability to operate various department utilized GIS and database software while conducting complex geographic research.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

#### Position Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Three (3) years of experience with geographic information systems including computer graphics and computer hardware digitizing procedures.

- Note: A Master's degree may be substituted for one (1) year of the indicated experience.
- Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
- Note: A specific bachelor's degree in Geography, Environmental Science or related field with twelve (12) semester hours in computer mapping/GIS which shall have included spatial programming and digital image processing may be substituted for one (1) year of the above experience.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### Preferred skillsets:

- ArcPro
- ArcGIS Desktop
- ESRI Spatial Analyst extension
- Adobe Illustrator/Photoshop
- Adobe InDesign
- Python (required), SQL and JavaScript (preferred)

- ArcGIS Server Online administration.
- Enterprise geodatabase experience.
- RDBMS administration (PostgreSQL).

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residency to New Jersey.

To be considered for this position, please e-mail or mail the following to the address below no later than September 30, 2022.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Names and phone numbers of at least three references.

Ranji Persaud, Human Resources Manager  
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For additional job specifications please see: <https://info.csc.state.nj.us/jobspec/03163.htm>