



New Jersey Department of Environmental Protection Notice of Vacancy - Hourly

Title: Geographic Information Systems Specialist 3

Posting Number: SPFHS-2023-1H

Workweek: Varied*

*Hourly employees are limited to working 900 hours per fiscal year

Hourly Rate: \$25.00 to \$30.00 per hour

Opening Date: January 3, 2023

Closing Date: February 17, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection

State Parks, Forests & Historic Sites
501 East State Street, 4th floor
Trenton, NJ 08625-0420

Scope of Eligibility: Open to applicants who meet the requirements below:

Description: Under supervision of a higher-level Geographic Information System (GIS) Specialist or other supervisory official, performs professional GIS work relating to the geographic analysis of environmental parameters and or/other factors, image processing, interpretation, and application of remote sensing data; performs geographic data digitizing; operates all computer hardware and software associated with the Geographic Information System; does related duties.

Specific to the Position: Responsibilities for this position include, but are not limited to, the following: assist project's GIS Coordinator in creating spatial data for buildings within parks, forests, and historic sites, assess conditions, current uses, and identify whether these buildings are historic or not. Work tasks will include, but are not limited to: the review of existing building inventory, on-screen digitizing and updating of a GIS database, regular consultation with professional staff, site visits for verification and/or data collection, and preparation of maps and other project documentation as required.

Qualifications for this position include basic familiarity with GIS concepts, and experience with current GIS software such as ArcMap, ArcGIS Online, and/or ArcGIS Pro. Experience with Excel databases is a plus, as is familiarity with common map sources such as aerial imagery and LiDAR. The appointee will be required to become familiar with and effectively apply knowledge of the Historic Preservation Office's existing GIS data and NJDEP's Land and Building Asset Management system.

The ideal candidate should be self-motivated and detail oriented and possess excellent communications skills. This position will report directly to the project's GIS Coordinator.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this

posting. Failure to provide documentation may result in ineligibility.

Experience: Two (2) years of experience with geographic information systems including computer graphics and computer hardware digitizing procedures.

NOTE: A Master's degree in Geography, or Environmental Science including or supplemented by the additional credits indicated below may be substituted for one (1) year of the indicated experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

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 the essential duties of the position.

Applicants must have a valid NJ driver's license for use of a state vehicle for travel throughout the state to accomplish job responsibilities related to this position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Note: All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: SPFHS.resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email.

Posting Authorized By:

Phiroza Stoneback

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.