



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: October 8, 2024

CLOSING DATE: October 23, 2024

POSTING OPEN TO: ( ) OIT EMPLOYEES IN UNIT SCOPE(S)  
( ) STATEWIDE (STATE EMPLOYEES ONLY)  
(X) GENERAL PUBLIC

TITLE: Geographic Information Systems Specialist 1

POSTING # 2024-110

TITLE CODE: 03177

NUMBER OF POSITIONS: 1

SALARY RANGE: R28 \$85,535.88 - \$121,891.47

HOURS OF WORK: 9:00 a.m. – 5:00 p.m.

LOCATION: NJ Office of Information Technology  
Office of Geographic Information Services  
200 Riverview Plaza  
Trenton, NJ 08625

*The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.*

**SPECIFIC TO THE POSITION:** Responsible for supervising the daily operations and data flow of all enterprise GIS data sets such as streets and addresses, parcels, and jurisdictional boundaries. Working with the Next Generation 911 Manager, devise and implement a Quality Assurance Plan for the address points and road segments. Supervises our transactional, multiuser enterprise geodatabase including versioning and ArcGIS system updates. Support staff in use of ArcGIS Pro and 1Integrate. Supervise the flow and QA/QC of quarterly tax assessor data updates. Support the publishing of enterprise data for public use and discovery via the NJGIN portal.

**DEFINITION:** Under direction of a supervisory official, supervises the work of a Geographic Information Systems (GIS) Unit, and coordinates unit activities with the user community on statistical and geographic information needs and applications; has charge of complex GIS projects involving full responsibility for the implementation of all phases of project(s); or leads GIS projects developed for other agencies and has responsibility for the performance of non-direct staff; does other related duties.

### **REQUIREMENTS:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience with geographic information systems, including computer graphics and computer hardware digitizing procedures, at least one (1) year which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

**OR**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

**OR**

Possession of a master's degree in Geography or Environmental Science including or supplemented by the additional credits indicated below; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

OR

Possession of 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; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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.

**FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT, a background inquiry will be conducted.**

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404, option #3.

<p><b>Electronic Filing</b> Applicants are encouraged to file electronically. Forward your <b>resume, letter of interest, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references</b> to <a href="mailto:recruiter4@tech.nj.gov">recruiter4@tech.nj.gov</a> <b>Include the posting number in the subject line.</b></p>	<p><b>Alternate Filing:</b> If unable to file electronically, applicants may Forward your <b>resume, letter of interest, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references (including posting #2024-110)</b> to:</p> <p>Heather Pursell, Manager, Human Resources Office of Information Technology 300 Riverview Plaza, 4<sup>th</sup> Floor P.O. Box 212 Trenton, New Jersey 08625-0212</p>
--	--



Authorized by: \_\_\_\_\_  
Lisa Blauer, Chief of Staff