

The **Sassafras River Association (SRA)** is a growing, watershed organization committed to advocating for and protecting the Sassafras River. SRA is currently engaged in developing a Sassafras Watershed Action Plan (SWAP) with the outcome of prioritized restoration strategies, cost estimates and funding opportunities. Anticipated completion of the SWAP is December 2009. SRA is currently seeking a PT GIS Manager to assist with management of spatial, raster and tabular data. This is a part time paid position, approximately 12 – 16 hours per week. Flexible hours. Position will report to the RIVERKEEPER. Please visit www.sassafrasriver.org for more information.

POSITION DESCRIPTION: GIS MANAGER

To develop, maintain, and update various coverage's and database layers of Sassafras River Watershed. To update and maintain tabular and raster data associated with SRA's Water Quality Monitoring program. To coordinate volunteer activities and equipment associated with SRA's Water Quality Monitoring program.

Maintain and update SRA's Geodatabase using ESRI ArcView version 9.3

- Create and document GIS procedures as directed.
- Modify existing databases through geoprocessing.
- Responsible for creating, developing and maintenance of GIS databases within ArcView, performing data creation and some cartography.
- Responsible for cleaning, updating and maintain tabular data from water quality monitoring program.
- Maintain computer database records for data files and Geographic Information System layer information.
- Perform other duties and assignments as required.

MINIMUM JOB REQUIREMENTS

EDUCATION: College degree in GIS with interest in Natural Sciences, or degree in Natural Sciences with excellent competency in GIS. Detail oriented with excellent organizational skills.

EXPERIENCE: No experience necessary but office experience preferred.

COMPETENCIES

Knowledge of: current versions of Windows, MS Access, MS Office, ArcView and database development; GIS concepts and design methods; modern and complex principles and practices of record keeping; current procedures, methods and technologies in GIS and/or Natural Science fields.

Skill in: Using GIS software and related equipment to produce record and scale drawings in a prompt and cost effective manner.

Ability to: research a variety of information; perform multiple tasks simultaneously, capability to learn quickly, capacity to work independently, and to research a variety of information; translate hard copy or computer generated database data into the Geographic Information System; communicate clearly and concisely both orally and in writing.

Please send cover letter and resume by May 15th to kkohl@sassafrasriver.org. No phone calls please.