GIS ANALYST

SALARY
$67,995.20 Annually

*Although there is a salary range for this position, the candidate hired into this position will be hired at the bottom of the salary range.*

**THIS RECRUITMENT WILL BE USED TO ESTABLISH AN OPEN COMPETITIVE AND PROMOTIONAL ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES OCCURRING IN THIS CLASSIFICATION FOR A MINIMUM PERIOD OF SIX (6) MONTHS. ALL COMMUNICATION WITH APPLICANTS WILL BE VIA EMAIL. APPLICANTS MUST PROVIDE A CURRENT AND VALID EMAIL ADDRESS**

OPENING DATE: 12/01/2022
CLOSING DATE: 12/15/2022

THE POSITION
Performs professional level analytical duties in the use of Geographic Information Systems (GIS) database used to generate maps, reports, files and other information.

FLSA STATUS: Exempt

Working Conditions: May work shifts on days, evenings, weekends, and holidays.

REQUIREMENTS
Education and Work Experience: Equivalent to a Bachelor's degree in information systems, geography or a closely related field and two (2) years of demonstrated professional GIS systems analysis experience.

Licensing and Certifications: Must possess and maintain a valid Class C Driver's License at the time of appointment.

Background Investigation: Employment with the Regional Transportation Commission in this position is contingent upon successful completion of a comprehensive education/experience background investigation, a criminal history record, and driving history check.

Required Forms:
1. RTC Application On-Line Profile: Follow all the instructions on the application to include any education and experience that would qualify you for this position.

Only the most qualified candidates will be invited to participate in the examination process. Candidates should ensure that they highlight any of the following professional experience they possess on their resumes:
- Ability to perform GIS analysis & mapping; analyze cartographic and statistical data and prepare exhibits, reports, tables and utilize ArcGIS Pro
- Ability to provide quality assurance and control for map layers; seek out appropriate information for mapping purposes
- Experience performing data entry and data conversion through tablet digitization, on-screen digitization, keyboard data entry, scanning, GPS, remote sensing analysis, portable data entry units, and field data collection
- Experience designing and printing maps and related information
- Ability to analyze and manipulate databases to support a variety of planning, engineering, administrative, and other applications

PHYSICAL DEMANDS
Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EXAMPLE OF DUTIES
Performs GIS analysis and mapping; analyzes cartographic and statistical data and prepares reports, charts, and tables; coordinates with internal and external clients to address and respond to mapping, tabular, analytical and report needs. Provides quality assurance and control for map layers; seeks out appropriate information for mapping purposes; may perform field checks to verify locations of infrastructure. Performs data entry and data conversion through tablet digitization, on-screen digitization, keyboard data entry, scanning, GPS, remote sensing analysis, portable data entry units, and field data collection; designs and prints maps and related information. Analyzes and manipulates databases to support a variety of planning, engineering, administrative, and other applications; designs and produces high quality cartographic output suitable for publication and public display. Monitors and keeps informed of current trends in GIS including new hardware/software technologies and professional practices. Consults with coworkers and other department staff requesting artwork to discuss preferences, methods of production, budgetary, scheduling, and production requirements. Researches and keeps current on new products, methods, and techniques. All other duties as assigned.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
https://www.governmentjobs.com/careers/rtc

OR
600 S Grand Central Parkway, Ste. 350 LV, NV 89106

EXAM #: 22-101571
GIS ANALYST
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An Equal Opportunity Employer and E-Verify Participant