Information Systems Specialist 4 (GIS Data Integration Project Coordinator)

JOB CODE:	OCDT9279
OPENING DATE/TIME:	12/04/09 12:00 AM
CLOSING DATE/TIME:	12/18/09 11:59 PM
SALARY:	$3,536.00 - $4,875.00 Monthly
JOB TYPE:	Permanent
LOCATION:	Salem/Keizer, Oregon
AGENCY:	Oregon Dept of Transportation - Development

DESCRIPTION:
OCDT9279 - Salem

This position is with the Department of Transportation (ODOT), Transportation Development Division, Transportation Data Section - Geographic Information Services Unit located in Salem.

The GIS Unit is responsible for preparing urban and rural transportation maps; Geographic Information System (GIS) analysis, GIS products and data; custom mapping; and delivering technical GIS support across ODOT. This position represents ODOT on mapping and data uniformity issues with other State, Federal and local governmental agencies

This position is the production lead in the integration and use of spatial transportation data using GIS processes to produce high quality analysis and output. This position promotes and supports appropriate collection, storage, integration and documentation of spatial data by facilitating appropriate uses of spatial data and providing GIS analysis to meet the needs of ODOT. This position coordinates project team resources to provide quality GIS analysis and output.

EXAMPLES OF DUTIES:

- Conduct business analyses, resulting in the development and implementation of new and modified GIS business processes. Research and implement new technology capabilities resulting in expanding spatial data capability and efficiencies.

- Develop training, providing formal user/customer instruction in the use of, GIS and graphic presentation software; conduct training in the use of plotting equipment, spatial data processing standards, and the maintenance, use and output of spatial data.

- Produce publications, technical reports, internal communications and deliver community presentations.

- Design, create and coordinate the production of custom GIS products.

- Coordinate the maintenance and use of multiple GIS spatial databases providing accurate

analysis and output.

- Utilize and maintain data dictionaries and metadata in the design and documentation of custom spatial data analysis.

- Coordinate internal spatial data projects, which provide spatial data supporting statewide GIS projects, including activities conducted by contractors.

- Coordinate the production team in the use of custom GIS software tools to meet agency spatial data maintenance needs.

- Provide enterprise-wide technical support in the development and use of CAD and GIS spatial data.

- Perform spatial data analysis utilizing data from various resources and platforms; deliver results throughout the enterprise; provide graphics and reports.

- Coordinate with ODOT contractors and partners to ensure that spatial data meets ODOT standards.

- Provide user/customer support by diagnosing and prioritizing problems resolving user/customer support issues for a wide variety of CAD, GIS and graphic presentation software.

QUALIFICATIONS:

*Your **cover letter** and **resume** will be reviewed to determine that you have the education and/or experience indicating possession of the knowledge and skills required for this classification. Please upload the required documents as attachments to your on-line application.*

To be considered, you must have:

- Two years of professional information systems experience which includes developing, maintaining, and installing information systems, and analyzing systems. Experience must include the development and use of spatial data systems; AND either;

- at least 30 quarter (20 semester) credits in computer science; or

- two more years of information systems experience closely related to a spatial data discipline; or

- a bachelor's degree with an emphasis in computer science, Geography, GIS, Geology, Planning, Mathematics, Natural Resources or a closely related spatial data analysis field.

- Applicants demonstrating possession of GIS-Professional or GIS Certification are preferred.

Qualified applicants whose background most closely matches the needs of the position will be invited to interview.

SUPPLEMENTAL INFORMATION:

- *This position has specific requirements that must be addressed in your **Cover Letter and Resume.***

- *This Announcement has **Supplemental Information** Required for Submission. Please see the supplemental questions section of this announcement.*

- This position is represented by the Service Employees International Union (SEIU/OPEU).

- Work is performed in an office environment using terminals, microcomputers and other standard office equipment. May be required to lift up to 60 pounds. May require overnight travel. Working with others in the development and delivery of computer produced decision support solutions requires the use of collaborative decision making.

- Employee may be required to use a state vehicle to conduct business; you must have a valid driver's license and a good driving record or be able to provide an acceptable alternate method of transportation.

- *If offered employment and you are not currently an employee of the Oregon Department of Transportation you will be subject to a criminal background check.*

Due to extraordinary budgetary shortfalls, Oregon state government is continuing cost reduction measures which include mandatory unpaid time off (furlough days) and suspending salary step advancement during the 2009 - 2011 biennium.

Positions are subject to these measures based upon representation, and salary range. In general terms, employees are subject to 10 – 14 furlough days, and will not receive salary step increases until at least August 31, 2010.

Submit paper application materials to the following location:

Oregon Department of Transportation
Human Resources - Human Resource Center
2775 19th St. SE
Salem, OR 97302
Fax 503.378.8957

ODOT is an Equal Employment Opportunity and Affirmative Action Employer.

This information can be made available in an alternative format by contacting the automated application hotline 503-986-4030 or 1-800-993-8898 or TTY 503-986-3854.

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices.

Questions: 1-877-336-6368 (1-877-EEO-ODOT).

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The State of Oregon is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity.

Information Systems Specialist 4 (GIS Data Integration Project Coordinator) Supplemental Questionnaire

* 1. This position provides project team coordination in the production and maintenance of multiple spatial data products. Projects range from production of standard GIS maps to custom GIS analysis and presentation graphics. a. Describe your training, technical skills, and work experience which prepares you to be successful in this type of work environment. b. Provide detailed descriptions of the hardware, software and tools you used in delivering successful projects.

* 2. This position works with multiple customers in the production of a wide verity of GIS produced products including maps, data and GIS analysis. Describe your knowledge, skill and experience in working with customers in the production of transportation related GIS products.

* 3. This position provides technical support across a large and diverse collection of GIS uses. a. Describe your experience working with and providing technical support to customers in the use of spatially enabled data, custom GIS applications, and standard GIS processes. b. Describe the techniques you use with customers to understand their project needs and requirements?

 * Required Question