

GEOGRAPHIC INFORMATION SCIENCE COORDINATOR – Position #K0238978

This **unclassified**, full-time position is directly supervised by Jake George, Wildlife Division Director. The physical location of this position will be the Pratt Operations Office, the Wichita Region 3 Office, or the Emporia Research & Survey Office, dependent upon the successful candidate and subject to prior approval by the Wildlife Division Director.

The incumbent will provide assistance to the Fisheries, Wildlife & Boating branch of the Department for GIS related projects and basic mapping needs. The GIScience Coordinator will provide direct assistance to agency staff with GIS related needs and maintain oversight of ongoing contracts for GIS related services. This includes grant funded agreements for which the incumbent will take on the role of grant manager. Responsibilities include following federal aid procedures for timely grant applications, performance reporting, and expenditures/budget monitoring. The GIScience Coordinator will oversee all GIS related contract work, ensuring compliance with state purchasing guidelines while maintaining QA/QC of end products.

This position is responsible for moderate to complex operational and project-based geospatial data acquisition/development, analyses, data modeling, processing/conversion, maintenance, distribution, and user support. The incumbent will serve as the official ESRI liaison, providing software support to Agency staff. Primary responsibilities include analyzing data requirements; performing advanced technical data and database design, development, implementation, management, and QA/QC to support agency operations and needs; develop and manage ArcGIS Online based web map and feature services; perform spatial data analyses; produce maps and other cartographic products; create and verify integrated data topologies for use within geospatial applications and systems; coordinate access to/distribution of data; identify and implement policies and procedures to enable users access to data; lead utilization of data analysis tools and techniques; and perform project leadership and management activities, as required.

The GIScience Coordinator will be responsible for the continued development and improvement of field/mobile data collection methods for population monitoring and harvest/use surveys; continued production of statewide hunting and fishing atlases in printed, web map application, and various digital file formats; and develop new and useful data layers and web map applications for public use.

BENEFITS: Beginning hourly wage, \$27.61/hour; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree in geography, environmental, agricultural or natural sciences/resources and one year of GIS experience in a field of environmental sciences/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, or natural science/resources may be substituted for the required education as determined relevant by the agency. Applicants who possess at least two years of experience in the natural resources/GIScience field in addition to the bachelor's degree will be given preference. The successful candidate must pass a background check. Candidates must possess a valid driver's license.

ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES: The successful applicant must have a mix of expertise in geographic information science, ecology, fisheries/wildlife management, agriculture or related fields; ESRI ArcGIS Desktop software, including extensions and tools (e.g., Spatial Analyst, 3D Analyst, Model Builder); fundamental methodologies to perform technical geospatial data collection, processing, coordinate conversion, QA/QC, distribution and management; fundamental methodologies of mapping sciences, cartographic design and production. Previous experience with field/mobile data collection coordination a plus (ArcGIS Online, Collector and/or Survey123, CyberTracker, etc.).

The applicant must have good communication skills (oral and written) and be able to work in an interdisciplinary environment; ability to relay highly technical information effectively to a range of audiences.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info> and,

***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*

6) Kansas Tax Clearance Certificate

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A [Tax Clearance](#) is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – November 29, 2021

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.