JOB DESCRIPTION

Job Title: GIS Analyst
Position type: Part-time
Salary: $23-$27/hr
Location: Paso Robles, California

JOB SUMMARY
Refine, upgrade, and manage GIS data for ongoing projects. Produce maps, create databases, and collaborate with biologists to produce exhibits for biological reports, wetland delineations, and conservation plans.

ESSENTIAL DUTIES
- Collect and organize field and GIS data
- Create mobile forms for data collection
- Locate information using GIS for staff and managers
- Create maps for field biologists
- Provide support to the GIS department
- Compile data from various databases and software and run analysis for reports
- Interact with GIS personnel, database managers, construction managers, and biologists to organize databases and produce various queries, analysis, and tables for reports
- Provide technical support to field staff for Android tablets and GPS devices
- Manage multiple mapping requests
- Knowledge of spatial information needed for various agencies
- Complete projects on time and within budget
- Set goals, obtain resources, monitor work, coordinate with other offices
- Provide assistance and explanations of GIS data internally and externally
- Develop, integrate, and coordinate GIS technologies and training
- Keep current with the day-to-day administrative duties

NON-ESSENTIAL DUTIES
- Occasionally performs field work, to work with other Biologists
- Help and support staff/management regarding documents

MINIMUM REQUIRED QUALIFICATIONS

<table>
<thead>
<tr>
<th>Education</th>
<th>Associate or Bachelor’s degree in related field</th>
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<tbody>
<tr>
<td>Experience</td>
<td>1 year experience in data organization, technical support, queries, and data analysis</td>
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<tr>
<td>Knowledge</td>
<td>ArcMap, ArcPro, QGIS, Microsoft Office Suite</td>
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<tr>
<td>Skills</td>
<td>Good written and verbal communication skills. Exemplary communication skills for correspondence between agencies. Strong problem solving and trouble shooting skills. Good organization. Report, communication, and meeting agenda writing skills.</td>
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<td>Abilities</td>
<td>GIS analysis and technical skills</td>
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<td>Licenses/Certifications</td>
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WORKING ENVIRONMENT

<table>
<thead>
<tr>
<th>Physical Requirements</th>
<th>90% office environment sitting or standing at computer work station</th>
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<tr>
<td>Mental Effort</td>
<td>Able listen and understand directions or explanation of information to effectively process the request.</td>
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<tr>
<td>Working Conditions</td>
<td>Mostly working in office, but occasionally in the field to collect information</td>
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If you are interested, please send cover letter with resume to hr@alt-me.com.