JOB DESCRIPTION

GIS Application Specialist organize, analyze, track and back up all data collected from the company’s field biologists. They will work closely with the GIS department and our field staff to ensure the data is correct and represented accurately for it to be compiled, analyzed and accessible in multiple report styles.

ESSENTIAL DUTIES

- Compile data from various databases and software and run analysis for reports
- Back up company field data in a PostgreSQL database
- Create, maintain, and act as point of contact for all company databases
- Automate certain internal processes with scripts in languages such as VBA or Python
- Provide QA and QC utilizing various programmed steps and software
- Assist GIS Department with creating maps and geospatial files for field biologists
- Ensure field data is secured and organized on company server
- Provide steps and instructions that creates accessible information for the GIS department
- Record data in a way that biologists can access, view and find data efficiently
- Interact with GIS personnel, database managers, construction managers, and biologists.
- Provide technical support to field staff for Windows desktops and laptops, Android tablets, phones, Garmin GPS units, and other various hardware
- Manage multiple requests and complete projects on time and within budget
- Set goals, obtain resources, monitor work, coordinate with other offices
- Provide administrative assistance for software used throughout the company
- Create and run various SQL queries for quality control and analysis
- Develop, integrate, and coordinate GIS technologies and training
- Provide support and manage technological hardware inventory
- Act as the main point of contact for mobile, server, and computer related issues

NON-ESSENTIAL DUTIES

- Occasionally performs field work, to work with other biologists
- Help and support staff/management regarding document errors and internal technological issues

MINIMUM REQUIRED QUALIFICATIONS

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<tr>
<th>Education</th>
<th>Associate or Bachelor’s degree in related field</th>
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<tr>
<td>Experience</td>
<td>3-5 year experience minimum in data organization, technical support, queries, and data analysis</td>
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<tr>
<td>Knowledge</td>
<td>GIS, SQL, VBA, PostgreSQL, Python, and software including but not limited to Microsoft Excel, Microsoft Access, pgAdmin, ArcGIS, QGIS, and Visual Studio</td>
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<td>Skills</td>
<td>Good written and verbal communication skills. Exemplary communication skills for correspondence between departments. Strong problem solving and trouble shooting skills. Good organization, Programming, GIS analysis and technical skills.</td>
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WORKING ENVIRONMENT

<table>
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<tr>
<th>Physical Requirements</th>
<th>90% office environment sitting or standing at computer workstation</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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<td>Working Conditions</td>
<td>Mostly working in office, but occasionally in the field to collect information</td>
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Benefits include: Vacation time, paid sick time, paid holidays, flexible work schedule, health and wellness benefits, retirement plan 401(k), discretionary bonus plan, and employee training programs

If you are interested, please send cover letter with resume to hr@alt-me.com.