

David L Nieland

Subject: Manatee GIS and Data Management Position at Florida Fish and Wildlife Research Institute

Job Description:

This is a technical position that supports Fish and Wildlife Research Institute (FWRI) scientists in managing tabular and spatial (GIS) data for research on the Florida manatee and its habitat. Specific manatee research conducted at FWRI includes population monitoring, carcass recovery and necropsy, telemetry, mark-recapture, and habitat characterization. The incumbent will interact and problem-solve with researchers and field station staff on various projects. The main responsibilities for this position are entering and verifying tabular and spatial data; assisting with the creation, maintenance, quality assurance and quality control of multiple databases; developing cartographic products and tabular data summaries for use in publications, reports, presentations and field research and for management purposes; assisting with metadata documentation and data archive; and locating, retrieving and compiling biological and environmental data. The person in this position will communicate technical information to coworkers, while maintaining a professional working environment that promotes teamwork within working units and with the Marine Mammal Program at FWRI. The person will occasionally participate in public outreach efforts and may have the opportunity to take part in a limited amount of field work, depending on interests, skills and program needs.

Required Education:

A Bachelor's degree with a major in one of the life or physical sciences.

Knowledge, Skills and Abilities:

- Knowledge of GIS, relational databases and data management principles.
- Knowledge of wildlife ecology, biology, or natural systems.
- Skilled at using a personal computer, preferably including experience using Microsoft Word, Excel, Access and ArcGIS 9.x or 10.x.
- Ability to communicate effectively verbally and in writing; ability to work well independently and as a member of a team. Qualified applicants will need to be organized, detail-oriented, self-motivated and adept at problem-solving and time management to succeed in this position.
- Must be able to obtain and maintain a valid Driver's License.

Preferred Experience:

Applicants having experience with SQL Server, Microsoft Lightswitch, Model Builder, Python and/or R may be given preference.

Application Requirements:

Applicants are required to submit a complete, up-to-date, State of Florida Application Form electronically in People First, by midnight on the closing date listed. Go to: <https://peoplefirst.myflorida.com> (enter 77900909 in the keyword search field). Additionally, applicants are required to complete the additional application questions and are encouraged to attach a cover letter, resume and three references with their People First application by the closing date. Further supporting documentation may be submitted in People First, but do not replace the requirement for a completed State of Florida application form.

If you experience technical difficulties during the application process or when attaching documents, call People First staffing at 1-877-562-7287. If unable to attach supporting documents to your application, they may be faxed to the People First Service Center at 1-888-403-2110. Be sure to include the Requisition number for the position to which you are applying on each page of your faxed documents.

WHAT IS OPS EMPLOYMENT? Other Personal Services (OPS) employment is a temporary employer/employee relationship used solely for accomplishing short term or intermittent tasks. OPS employees do not fill established positions and may not be assigned the duties of any vacant authorized position. OPS employees are at-will employees and are subject to actions such as pay changes, changes to work assignment, and terminations at the pleasure of the agency head or designee.

WHAT BENEFITS ARE APPLICABLE TO OPS EMPLOYEES?

- State of Florida 401(a) FICA Alternative Plan - mandatory
- Workers' Compensation - mandatory
- Reemployment Assistance (Unemployment Compensation) - mandatory
- Participation in state group insurance (upon meeting eligibility requirements)
- Deferred Compensation - voluntary
- Employee Assistance Program - voluntary

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

The State of Florida hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification Check will be conducted in the E-Verify System which is a federal government electronic database that confirms the identity and employment eligibility of all persons hired to work in the United States.

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended or deemed ineligible depending upon the date of your retirement.

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