

GIS Technician

JOB DESCRIPTION: The GIS Technician will work independently under the general supervision of the Executive Director in support of the planning and grant programs as well as special projects as required. The GIS Technician collects, creates, maintains, and analyzes geographic data as necessary in order to create maps, illustrations, and supporting data for district projects.

ESSENTIAL FUNCTIONS:

- Create maps and illustrations for grants, studies, presentations, and other reports.
- Maintain Official Zoning Maps for planning contract cities and counties.
- Maintain official corporate limits for planning contract cities.
- Prepare a variety of maps and data spreadsheets for the community planning program.
- Prepare maps and illustrations for the district transportation, historic preservation, economic development, and solid waste programs.
- Create and maintain GIS data and collect/access available GIS data from external sources.
- Perform special GIS projects for the district as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in geography, computer science, planning, or engineering (or a closely related field), or a GIS technical degree/certificate.
- Extensive working knowledge of the Esri ArcGIS desktop software and databases, and a working knowledge of ArcGIS Pro.
- An equivalent amount of education and/or experience is acceptable.
- Ability to support simultaneous tasks and GIS projects.
- Ability to work independently and stay current with GIS and office technology trends.
- Ability to create and maintain effective working relationships with peers, superiors, local government officials, and government agencies and organizations.
- Strong communication and interpersonal skills.

Beginning salary in the 40K range with full benefits (medical, dental, life, LTD, retirement, vacation). Send resume with references by March 2, 2020 to:

Terrence J. Bobrowski
Executive Director
East Tennessee Development District
P.O. Box 249
Alcoa, TN 37701-0249

Resumes can also be faxed to 865-273-6010 or emailed to tbobrowski@etdd.org.
The East Tennessee Development District is an Equal Opportunity Employer.