

Position Description

Position Title GIS Coordinator
JOB FAMILY Conservation
JOB NUMBER 200002
SALARY GRADE 4
STATUS Hourly
DATE February 24, 2016



SUMMARY	The GIS Coordinator manages GIS datasets and provides analysis, mapping, and technical support to a wide variety of projects and initiatives in the Maine Field Office.												
ESSENTIAL FUNCTIONS	The GIS Coordinator maintains, analyzes, and maps spatial and/or relational datasets derived from cartographic and tabular source material. S/he performs GIS-based analyses and produces reports, provides hardware and software support, and trains staff. S/he builds, maintains, and populates data and records databases, produces maps and/or other graphic products and reports, and helps develop and maintain TNC Maine's GIS library.												
RESPONSIBILITIES & SCOPE	<ul style="list-style-type: none"> • May supervise interns and/or volunteers. • May negotiate and contract with vendors. • May help develop work plans and project budgets. • Ensures integrity of data collection and management, map products, and reports relating to conservation projects. • Works under minimal supervision making independent decisions based on experience and judgment. 												
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> • BA/BS or Associates degree in Natural Resources or related field and 2 years related experience, or equivalent combination of education and experience. • Experience with ArcGIS software family in a conservation setting. • Knowledge and familiarity with Maine geography, natural history, and environmental science • Experience managing, maintaining and populating GIS databases. • Experience producing maps and/or other graphic products and reports and operating GIS software. • Experience analyzing, building, populating and producing reports from spatial data. • Experience with Microsoft Word, Excel, Access and using the internet. 												
PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • 2-3 years related experience or equivalent combination of education and experience. • Extensive experience with ArcGIS software family in a conservation setting • Experience with Adobe Creative Cloud Suite, especially Illustrator • Experience with python scripting for spatial analysis • Experience with web map development (ArcGIS Server, Javascript API, etc.) • Ability to manipulate, analyze and interpret spatial data. • Managing time and diverse activities under deadlines while delivering quality results. • Managing and prioritizing tasks from multiple sources • Communicating clearly via written, spoken and graphical means. • Training or technical support experience. • Attention to detail • Ability to meet deadlines • Passion for the mission of The Nature Conservancy and conservation 												
ORGANIZATIONAL COMPETENCIES	<table border="0"> <tr> <td data-bbox="341 1438 511 1470">Communications</td> <td data-bbox="535 1428 1559 1480">Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.</td> </tr> <tr> <td data-bbox="381 1480 511 1533">Flexibility & Innovation</td> <td data-bbox="535 1480 1559 1533">Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.</td> </tr> <tr> <td data-bbox="381 1543 511 1606">Interpersonal Savvy</td> <td data-bbox="535 1543 1559 1617">Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.</td> </tr> <tr> <td data-bbox="332 1627 511 1669">Open to Learning</td> <td data-bbox="535 1627 1559 1701">Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.</td> </tr> <tr> <td data-bbox="365 1711 511 1774">Organizational Awareness</td> <td data-bbox="535 1711 1559 1785">Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.</td> </tr> <tr> <td data-bbox="341 1795 511 1827">Produces Results</td> <td data-bbox="535 1795 1559 1848">Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.</td> </tr> </table>	Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.	Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.	Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.	Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.	Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.	Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.
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This description is not designed to be a complete list of all duties and responsibilities required for this job.

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