



Job Description: **GIS Specialist**

Location: Anchorage, AK
Close Date: Until Filled
FLSA: Exempt
Supervisor: Sr. Environmental Project Manager

Summary

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALISTS work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks.

Essential Functions

- Create maps and graphs, using GIS software and related equipment.
- Meet with users to define data needs, project requirements, required outputs, or to develop applications.
- Conduct research to locate and obtain existing databases.
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Analyze spatial data for geographic statistics to incorporate into documents and reports.
- Design and update database, applying additional knowledge of spatial feature representations.
- Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.
- Analyze geographic relationships among varying types of data.
- Prepare metadata and other documentation.
- Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera.
- Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer.
- Present information to users and answer questions.
- Retrieve stored maps.
- Maintain and comply with company established internal controls.

Requirements

- BS degree or formal education in GIS preferred; degree in geography, natural resources, Computer Science or related field; equivalent combination of education and experience or extensive professional experience as an advance GIS user will also be considered
- Must have a high degree of computer literacy; strong proficiency in MS Windows, moderate to strong proficiency in MS PowerPoint is preferable
- Experience developing web-based GIS maps on the internet will be beneficial
- Candidate must be familiar with databases for storing data, running queries, and creating reports.
- This position may require successfully passing a federal background check; a federal security clearance may be required.

Knowledge, Skills & Abilities

- Knowledge of an operational environment.
- Knowledge of GIS systems.
- Knowledge of today's GIS standards and applications used in local, county, state, and federal agencies.
- Knowledge of basic mapping and cartographic concepts; mapping symbols and standards; GIS concepts, mathematical concepts, research methods, database design principles, basic graphic arts principles; customer service principles.
- Maintain proficiency in the use of ESRI ArcGIS skills.
- Ability to prioritize and organize, work well under stress, meet deadlines.
- Ability to be flexible and adapt to constant change.
- Ability to work flexible hours, this position requires shift work over nights and weekends.
- Ability to perform field work and travel when required.
- Strong interpersonal skills to assist and communicate with staff.

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); occasional walking; standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office and in the field.

Field work requires being outside in inclement weather and walking over rough terrain.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, dealing effectively and reasonably with stress in the workplace without lost time or undue strain. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Employee may be asked to walk on uneven surfaces, bend, squat, climb stairs, sit for extended periods of time, work at a computer terminal for extended periods of time, key, answer telephones, discuss issues with fellow employees, and lift and carry 25 pounds frequently as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sivuniq Summary

Sivuniq offers Environmental Services, Engineering, Construction Management, and Program Management Services. Sivuniq also has expertise is provided in areas of contaminated sites, NEPA/compliance activities, civil, coastal, restoration engineering, hydrology, cultural resources, ecological systems for Department of Defense base operations and closure, infrastructure projects, and ecosystem restorations.

Sivuniq is an equal opportunity and affirmative action employer. Preference will be given to NANA shareholders.

To apply for this position please visit our website www.akmaa.com, career page and download our application. Please complete Application and forward with Resume to hr@akmaa.com or fax to 800.339.1369.

EOE M/F/D/V