

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: **Geographic Information Specialist I**
Functional Title:
Job Posting: **16341**
Monthly Salary: \$3293.41
Salary Group: B18
Posting Date: 08/02/2016
Close Date: 08/16/2016
Section/Division: Enterprise Support Section/ Information Resources Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2522

Job Description:

Serves as cartographer on Geographic Information Specialist (GIS) Team, provides GIS technical support to internal and external customers, assists with GIS data maintenance as needed, and provides support for GIS training hosted in TCEQ's computer training facility. Creates and modifies maps, graphs, or diagrams, using geographic information software and related equipment. Assists in providing consulting services in fields such as resource development and management, environmental monitoring, pollution prevention, water management, and emergency response. Assists both internal and external customers and provides support to agency GIS staff in the use of ArcGIS Desktop; refers customers to the correct program area when necessary; provides answers to common questions including the location of GIS data repositories, installation problems, connection problems, and use of the agency's online GIS mapping applications. Assists in the support for Texas Natural Resources Information System (TNRIS) workshops and other GIS classes held in TCEQ's computer training facility. Collaborates with TNRIS in the scheduling of the training room, communication with agency GIS users on upcoming classes, assignment of complimentary seats, preparation of the computer training room for each class, maintenance of the ArcGIS Desktop licenses used in the training room, and assistance to instructors during each class. Digitizes and maintains spatial databases of relevant information, validates data for accuracy and completeness, and performs analysis of spatial information using available GIS Tools and datasets. Maintains documentation (procedures, metadata, weekly reports) as required.

Military Occupational Specialty (MOS) Codes:

12A, 12X, 51S, 72D, EA, 50, 59, ENG10, 8831, 8834, 3E5X1, and 8E000

Minimum Qualifications:

Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field. One year of full-time experience in GIS analysis and design may substitute for 30 semester hours of the required education.

OR A bachelor's degree with a major in geology, physical science, environmental studies, or a related field that included at least 6 semester hours in GIS, plus one year of full-time experience in GIS systems analysis and design (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR A bachelor's degree with 12 semester hours in computer science from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus one year of full-time experience in GIS systems analysis and design.

OR Completion of 30 semester hours from an accredited college (COPY OF OFFICIAL TRANSCRIPT REQUIRED

WITH APPLICATION) in computer science or 600 clock hours from a licensed vocational, technical, or business school in computer science, plus two years of full-time experience in GIS systems analysis and design.

Preferred Requirements:

Experience with ArcGIS Desktop.

Experience editing Geodatabases (GDB files).

Special Requirements:

Moving up to 40 pounds of paper or computer equipment.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer