

# The Nature Conservancy

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>GEOGRAPHIC INFO. SYSTEMS (GIS) SPECIALIST (CONSERVATION INFORMATION MANAGER II)</b>
<b>JOB FAMILY:</b>	Conservation
<b>JOB NUMBER:</b>	200002
<b>SALARY GRADE:</b>	4
<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Minneapolis

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ALL APPLICATIONS MUST BE MADE THROUGH [WWW.NATURE.ORG/CAREERS](http://WWW.NATURE.ORG/CAREERS)  
Search for Job Opening ID 11552

### **BASIC QUALIFICATIONS:**

- BA/BS or Associates degree in related field and 2 years related experience, or equivalent combination of education and experience.
- Experience managing, maintaining and populating databases and manual files.
- Experience with producing maps and/or other graphic products and reports.
- Experience in analyzing data and writing/producing data reports.
- Experience building, populating and producing reports from databases.
- Experience with Microsoft Word, Excel, Access and Web browsers and Internet Data Mining.
- Experience with ArcGIS Desktop and Workstation, and associated Programming Languages.

### **ESSENTIAL FUNCTIONS:**

The Conservation Information Manager II manages and maintains conservation databases and provides technical support in GIS or other relational database technologies to Conservancy staff. This may include one or more of the following functions:

- Develops and maintains Spatial Databases.
  - Processes spatial and/or relational data sets derived from cartographic and tabular source material
  - Performs data analysis and produces reports
  - Provides technical support in GIS technologies to staff at The Nature Conservancy.
  - Requires familiarity with related techniques for the conversion, analysis, management and graphical representation of spatial data sets derived from cartographic and tabular source material.
  - Builds, maintains, and populates data and records databases and manual files
  - Produces maps and/or other graphic products and reports
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### **REQUIRED KNOWLEDGE AND SKILLS:**

- BA/BS or Associates degree in geography, ecology, the natural sciences, information management and 2-3 years related experience or equivalent combination of education and experience.
- Demonstrated experience in the spatial and cartographic representation of biological data sets. Demonstrated skill in the development of hardcopy and online map products. Working knowledge of ArcGIS Workstation (ArcInfo as well as the GRID Extension), ArcGIS Desktop, ArcGIS Server, and Multi-User Geodatabases.
- Demonstrated experience in working with the Arc Macro Language (AML), Python, and other database programming tools to facilitate automated data conversion, data analysis, the generation of cartographic products and other project oriented applications.
- Ability to manipulate, analyze, standardize and interpret data. May require database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet.

- Proven organizational skills and attention to detail in managing large volumes of spatial and tabular data.
- Managing time and diverse activities under deadlines while delivering quality results.
- Managing and prioritizing tasks from multiple sources
- Working knowledge of common software applications (e.g.; Word, Access, Excel, Web browsers).
- Communicating clearly via written, spoken and graphical means in English

**COMPLEXITY/PROBLEM SOLVING:**

- Ability to design multifaceted reports in order to meet a variety of program needs, resolving discrepancies in data and interpret report results
- Ability to coordinate multiple projects with several variables, setting realistic deadlines and managing timeframes
- Resolves complex issues within program area independently
- Interprets guidelines, evaluates information and modifies processes to adapt to changing circumstances

**DISCRETION/LATITUDE/DECISION-MAKING:**

- Makes independent decisions based on analysis, experience and judgment
- Performs tasks with minimal supervision
- Consults supervisor on unusual or complex issues

**RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:**

- May negotiate and contract with vendors and data suppliers
- May help develop work plans and project budgets
- Ensures integrity of both data collection and management relating to conservation projects and project statistics

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Ability to work cooperatively with a number of staff and external parties, sometimes under pressure, in order to complete project work and goals in a timely manner
- Formulate ideas and communicate clearly with others, both orally and in written form
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff and others, providing and obtaining needed information

**WORKING CONDITIONS/PHYSICAL EFFORT:**

- Work requires only minor physical exertion and/or physical strain.
- Work environment involves only infrequent exposure to disagreeable elements.

**ADDITIONAL JOB INFORMATION:**

- This position is open immediately and is funded through a term contract with guaranteed funding for one year. However, assuming continued funding success, this position could be retained indefinitely.

**The Nature Conservancy is an Equal Opportunity Employer.**