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State of New Jersey

HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

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CARL J. RICHKO
Chairman

BENJAMIN L. SPINELLI, ESQ.
Executive Director

Job Title: GIS Specialist II
Type of Position: Full Time (35 hours/week, Exempt) Unclassified, Union
Salary Range: \$74,534.83 - \$81,514.59
Issue Date: February 20, 2025. Closing Date: March 28, 2025.

Job Description:

Under direction of a Geographic Information System (GIS) Specialist 1; a GIS specialist II designs, develops, coordinates, and conducts geographic information system work relating to geographic analysis of environmental data, image processing, cartography; coordinates and conducts the operation and maintenance of computer hardware and software associated with the Geographic Information System; in addition to other related duties.

Job Duties

- Conducts and/or coordinates study, design, data acquisition, data reformatting, and application of ESRI GIS software for applications specific to agency projects, activities, and issues.
- Coordinates and/or conduct training sessions for specialized software use to other members of the Agency.
- Operates and/or coordinates the operation of the GIS and all associated hardware and software to ensure proper display of computer analysis results.
- Follow GIS projects through their entire lifecycle, from requirements gathering, choosing the technical platform, implementation, and presenting the results.
- Assists and/or conducts data file management including updating, editing, merging, deletions, and additions.
- Coordinates and/or designs the layout and features of maps, graphs, charts and other GIS output products.
- Coordinates and/or oversees database design, development, and organization for automation and analysis for assignments relating to GIS.
- Prepares and/or coordinates the preparation of technical reports and correspondence in the course of official duties.
- Maintenance of web mapping applications and working with outside contractors to keep applications running optimally.

Knowledge and Abilities:

- Knowledge of geography and cartography and its applications to geographic information systems.
- Knowledge of database management, and database utilization.
- Knowledge of Python required. (SQL, JavaScript, etc preferred)
- Proficient in the use of ESRI products including (but not limited to) ArcPro, and ArcGIS Online.
- Ability to assess specific data needs of various departments and to direct the implementation of computer mapping and geographic analysis capabilities.
- Ability to operate various department utilized GIS and database software while conducting complex geographic research.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this

position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Position Requirements

Education: Graduation from an accredited college or university with a bachelor's degree.

Experience: Three (3) years of experience with geographic information systems.

- Note: A master's degree may be substituted for one (1) year of the indicated experience.
- Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.
- Note: A specific bachelor's degree in Geography, Environmental Science or related field with twelve (12) semester hours in computer mapping/GIS which shall include spatial programming and digital image processing may be substituted for one (1) year of the above experience.

Required skillsets:

- ArcPro
- ArcGIS Online
- ESRI Spatial Analyst extension
- Python (required), SQL and JavaScript (preferred)

Appreciated skillsets:

- Adobe Illustrator/Photoshop
- Adobe InDesign
- Enterprise geodatabase experience.
- RDBMS administration (PostgreSQL).

For additional job specifications please see: <https://info.csc.state.nj.us/jobspec/03163.htm>

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residency to New Jersey.

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit: <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Excellent State Benefits include:

State Health Benefits Program, Employee Prescription Drug Plan, Employee Dental Plans, State-Administered Retirement Systems, Group Life Insurance, New Jersey State Employees Deferred Compensation Program
State Employees Tax Savings Program (Tax\$ave)

To be considered for this position, please e-mail or mail the following to the address below no later than March 28, 2025.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Names and phone numbers of at least three references.

Ranji Persaud, Human Resources Manager
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