



<b>Date:</b>	<b>April 11, 2024</b>	<b>Job Title:</b>	<b>Geographic Information Technician</b>
<b>LNVA is accepting applications for the position described below.</b>			
<b>LNVA IS AN EQUAL OPPORTUNITY EMPLOYER.</b>			
<b>SUMMARY OF POSITION</b>			
<p>The Geographic Information Technician will provide support to the Geographic Information Specialist and Environmental Stewardship Manager utilizing both ESRI and Cityworks software. Duties include the input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps. Additional duties include the daily management of data and work orders for accuracy and quality assurance. May train, assign, oversee, and/or inspect the work of others.</p>			
<b>ORGANIZATIONAL RELATIONSHIPS</b>			
<ol style="list-style-type: none"> <li>1. Reports to: Environmental Stewardship Manager.</li> <li>2. Directs: Non-supervisory. May direct and/or inspect contractor activities.</li> <li>3. Other: Has occasional contact with administrative staff and occasional contact with the Board of Directors, customers, other agencies and outside consultants.</li> </ol>			
<b>EXAMPLES OF WORK - Essential Duties</b>			
<ul style="list-style-type: none"> <li>• Maintain punctual, regular attendance and work the scheduled hours.</li> <li>• Design, produce, and publish ArcGIS Online feature classes to meet Authority field data collection needs. Requirements to complete this task include the ability to fully utilize ESRI software and related products. These programs include: ArcGIS Pro, ArcGIS Online, ArcGIS Portal, ArcGIS Field Maps, and ArcGIS Survey123.</li> <li>• Extensive use of Cityworks software to review work orders for accuracy and completeness. Work with LNVA staff to design/deploy Cityworks dashboards to improve communication and efficiency.</li> <li>• Evaluate current workflows for potential improvements through the use of the Authority GIS/Cityworks system.</li> <li>• Aid in the creation, development, or modification of programs, user interfaces, and menus.</li> <li>• Evaluate information and data from outside sources, determine the quality of the data, and convert data to assist users.</li> <li>• Physical ability to work in adverse weather conditions</li> <li>• Gather and compile geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.</li> <li>• Maintain spatial databases of relevant information, document procedures, validate data for accuracy and completeness, complete approved metadata forms, and produce maps of the compiled information.</li> <li>• Perform quality assurance on geographic information systems data and assist with the design and implementation of quality control programs.</li> </ul>			

**Other Important Duties**

- May attend various professional meetings.
- Assist with the coordination of projects with engineering consultants and the Engineering staff.
- Perform such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Experience in geographic information systems design work and analysis.

**Knowledge of:** terminology related to geographic information systems, including legal descriptions, aerial photography, and orthophotography.

**Skill/Ability to:** solve problems in testing, demonstrate ability to work in the full suite of ESRI software including, ArcGIS Pro, ArcGIS Online, ArcGIS Portal, ArcGIS Field Maps, ArcGIS Survey123, and Cityworks software, installing, and implementing geographic information system programs and in troubleshooting system issues; analyze geographic information systems and procedures; read and interpret surveys, legal descriptions, aerial photography, and orthophotography; communicate effectively with personnel who have a wide range of technical experience.

**MINIMUM REQUIRED EDUCATION, WORK EXPERIENCE, TRAINING AND CERTIFICATES**

A high school diploma with verifiable experience in a related field; or a high school diploma and current enrollment in college coursework to attain a Bachelor’s degree in natural resources management, environmental science, geographic information systems technology, geography, geospatial sciences, data management systems, or a related field.

**PREFERRED EDUCATION, WORK EXPERIENCE, TRAINING AND CERTIFICATES**

A Bachelor of Science from an accredited four-year college or university with major coursework in natural resources management, environmental science, geographic information systems technology, geography, geospatial sciences, data management systems, or a related field; at least one year of verifiable experience in a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas Driver License

**Pay Group:** A7 | **FLSA:** Non-Exempt

**Pay Range:** \$24.24/hour - \$36.36/hour

**Closing Date:** June 30, 2024 or until filled, whichever occurs first.

If interested, submit a completed application (resume and/or statement of qualifications can be attached) to:

Lower Neches Valley Authority  
Attention: HR Director  
P. O. Box 5117, Beaumont, Texas 77726-5117  
7850 Eastex Freeway, Beaumont, Texas 77708