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Job Description

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**Job Details**

**Job ID** 3006600 **Closing Date** 09/15/2016  
**Job Title** GIS Specialist II (option to underfill to a GIS Specialist I)  
**Location** Bismarck, ND  
**Regular/Temporary** Regular **Full/Part Time** Full-Time  
**Salary Range From** 3899.00 Monthly **Salary Range To** 5198.00 Monthly



North Dakota  
**Geological Survey**

**Vacancy Announcement**

**GIS Specialist II (with option to underfill to a GIS Specialist I)**  
**NDIC Department of Mineral Resources**  
**Geological Survey**

**Location:** Bismarck  
**Salary:** \$ 3,899 – \$5,198 month  
**Closing Date:** September 18, 2016  
**Position Number:** NC4970  
**Requisition Number:** None  
**Status:** Full-time, Regular  
**Type of Recruitment:** Internal/External  
**Date Posted to Web:** August 16, 2016

Summary of Work

Provide GIS services to the North Dakota Department of Mineral Resources Geological Survey, be responsible for reviewing, revising, and archiving field personnel drawings and incorporate drawings into the Department's GIS system. Respond to and fill map order requests from the public, industry, and Department customers. Maintain the Department GIS through continual updating and cartography of geological maps. Map well survey location data for vertical, directional, and horizontal wells. The individual will provide web and GIS support for comprehensive information technology management services that support the field and office functions for agency regulatory and investigative missions. Coordinate with the State Geologist for the prioritizing of GIS projects for the North Dakota Geological Survey. Collaborate with various state agencies on GIS projects and be a committee member of the North Dakota GIS Tech Committee. Individual will report directly to the State Geologist of the North Dakota Geological Survey.

Minimum Qualifications

**GIS Specialist II:**

- A bachelor's degree in GIS, Geography, or Cartography and two years of GIS work experience
- Or a bachelor's degree in Geology, Environmental Science, or equivalent and three years of GIS work experience
- Effective verbal and written communication skills are essential
- Proficiency in ESRI ArcGIS Desktop (ArcMap, ArcCatalog)
- Knowledge of Microsoft Office Suite
- Ability to perform spatial editing; data conversions, geo-referencing, geocoding and projecting data

**GIS Specialist I:**

- A bachelor's Degree with a major in Geography or Cartography

- Or a bachelor's degree in a natural or earth science and one year of GIS work experience
- Or an associate's degree in one of the above fields and three years of GIS work experience
- Effective verbal and written communication skills are essential
- Proficiency in ESRI ArcGIS Desktop (ArcMap, ArcCatalog)
- Knowledge of Microsoft Office Suite
- Ability to perform spatial editing; data conversions, geo-referencing, geocoding and projecting data

#### Preferred Qualifications

- Previous experience in Geology a plus
- Experience with processing LiDAR (making digital elevation models)
- Capability of using QGIS
- A master's degree in Geology, Geography, Environmental Science or Equivalent OR a GIS Certificate
- Knowledge of Remote Sensing Software (ENVI, ERDAS Imagine, or PCI Geomatica)
- Basic knowledge of programming languages (C++ or Python)

#### Application Procedures

##### Application Procedures:

- Apply by submitting qualifications online through the nd.gov recruiting solutions system:  
[https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?FOCUS=Applicant&SiteId=11000&](https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteId=11000&)

\*Include, as a single PDF attachment: a cover letter and resume, college transcripts, and the names, addresses, and phone numbers of three references (faculty as well as past or present work supervisors). Requested application material as described above must be as a single PDF attachment. Submittals that are incomplete or with multiple attachments will not be considered.

- The Department of Mineral Resources Human Resources section staff will score applications against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates and the applications will be forwarded to the hiring manager for further consideration and possible interview, based on the final scores.
- Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.
- Applicants must be legally authorized to work in the United States. **The Department of Mineral Resources does not provide sponsorships.**
- All application material must be **submitted** online on or before the closing date.

For More Information, Assistance or Accommodation Contact:

N.D. Department of Mineral Resources

c/o Jeanette Bean - Human Resources  
600 East Boulevard Avenue Dept. 405  
Bismarck ND 58505-0405  
Fax: 701-328-8022; e-mail: [jabean@nd.gov](mailto:jabean@nd.gov)

ND Relay Number: 1-800-366-6888

#### Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

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