



## Government Services GIS Assistant

### Recruitment Announcement

Position Title: GIS Assistant

Salary Range: \$24.59 - \$33.52 per hour

*As a public agency with 10-step salary ranges, candidates who are hired generally start at the first step of the range for that position. For people with exceptional experience and qualifications, that may be taken into consideration on a case-by-case basis potentially to start at a higher step.*

Division/Program: Government Services / GIS

Reports to: Program Manager

FLSA Status: Not exempt; eligible for overtime

Representation: Employees Association

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Deadline: Applications due Monday, January 16, 2023 at 4:00 pm PST

### Position Purpose and How to Apply

[Lane Council of Governments](#) (LCOG) is currently recruiting for one GIS Assistant position. This is an EA represented position.

*LCOG is committed to a work environment that values the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally competent services to all members of our community. As part of our commitment to diversity, LCOG continues to be an affirmative action/equal opportunity employer.*

*Here at LCOG, we are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferable skills from a variety of sources and experiences. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*

#### How to Apply

Interested parties should submit (1) an Official LCOG Application, (2) a cover letter, (3) a resume, and (4) a relevant work sample to: Human Resources Department, 859 Willamette Street, Suite 500, Eugene, OR 97401, by fax to

(541) 682-4099, or by email to [jobs@lcog.org](mailto:jobs@lcog.org) by the above deadline.

You can obtain an Official LCOG Application by going to [www.lcog.org/jobs](http://www.lcog.org/jobs).

**Position Purpose:** The position provides GIS support on a variety of projects and contributes to the maintenance of the Regional Land Information Database (RLID) as well as other datasets.

**Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

### **Position Essential Functions**

Creates, updates, and edits GIS data layers including linear networks, boundary files, structures, and other data layers and attributes as needed; adjusts and/or rectifies existing spatial data to conform to more accurate control network.

Performs database analyses, interpretation and automation, and inputs data to appropriate database systems. This includes responsibility for resolving conflicting data source issues and finding missing and updated data through research and analysis. Assists in the development of data documentation and data maintenance procedures in support of RLID and other database systems.

Performs field verification of information as well as a variety of data collection, interpretation, organization, and quality assurance services.

Checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria.

Provides support for general data and mapping needs.

### **Other Duties of Position**

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Provides back-up support to other positions in case of absence or during periods of heavy workloads.

Maintains a knowledge of regional GIS data and data maintenance procedures and keeps us on changes in guidelines and practices.

Provides technical assistance by maintaining a current knowledge of the GIS hardware and software environment.

Represents LCOG and local agencies at local committees and at meetings, functions, and trainings, if needed.

Regular and on-time attendance.

Plans and conducts special assignments as directed by the manager.

Other duties as assigned.

### **Minimum Qualifications**

Degree in an area of study that provides GIS-related education, such as Geography, Planning, Computer Science, Data Science, Geospatial Science, or other related field, and one year of progressively responsible experience in data management; or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience and familiarity with various GIS data, software, plats, tax maps, building permits, and other programs desirable.

Possesses analytical abilities with proficiency working with spreadsheets and database reporting tools.

Excellent interpersonal skills and the ability to work with partner agencies as well as independently.

12/19/22