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**Application deadline:** July 16, 2021

## Geographic Information System (GIS) Specialist

### Description

The Great Lakes Commission (GLC) has an immediate opening for one or more GIS specialists to support projects involving mapping and geospatial analysis. The primary focus of this position will be to support GLC's work with the U.S. Environmental Protection Agency (U.S. EPA) to gather, update and curate data to support planning and response activities under the Oil Pollution Act.

### Responsibilities

The GIS specialist will be responsible for a variety of activities in support of the GLC's GIS program, including the acquisition of data from federal, state, provincial and non-governmental sources throughout the Great Lakes-St. Lawrence River region; creation and editing of geospatial data in the ESRI GIS environment; data analysis; the production of maps, charts, graphs and written reports; and publication of data through online mapping services and web-based map viewers.

### Specific responsibilities include:

- Creation of geospatial datasets from tables, heads-up digitizing and standard GIS reference data
- Contacting agencies and facilities via phone and email to confirm that datasets used in emergency response planning are up-to-date
- Preparation of thematic maps, charts and tables for use in print and web publications in conjunction with in-house project staff and partner organizations
- Maintenance of reference data published by the Great Lakes Commission and updates to associated maps and tables
- Creation and maintenance of metadata for new or modified datasets according to industry standards
- Publication of data to mapping services
- Support and development of online map viewers based on ESRI products

### Qualifications

At a minimum, applicant(s) should possess an associate degree or completed at least two years of a four-year degree program. A bachelor's degree is preferred. Applicants must have demonstrated competence using ArcGIS, with preference given to those who have practical work experience or equivalent academic achievement, along with the following qualifications:

- Working knowledge and experience using the current versions of ArcMap and ArcGIS Pro
- Metadata creation and maintenance
- Excellent communications skills, both verbal and written.
- Able to work independently with a high level of organization and attention to detail

## **Appointment**

### **Position Classification**

The position is classified as **full-time, limited term** as defined by the GLC's personnel policies. The successful candidate will work up to 40 hours per week through September 30, 2021. The GLC will consider extending this work for a longer duration on a part-time basis for applicants enrolled in an academic program at a college or university.

### **Compensation and Benefits**

This is an hourly limited-term position with a rate of \$19/hour. The position will be eligible for certain staff benefits consistent with the GLC's personnel policies.

### **Work Environment**

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work is performed in the GLC's office; however, telework may be considered depending on the candidate. This position requires occasional travel.

## **Application Process**

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single e-mail to [vacancy@glc.org](mailto:vacancy@glc.org). All required items must be provided for an application to receive consideration. *No phone calls, please.*

## **About the Great Lakes Commission**

The Great Lakes Commission (GLC) is a binational government agency established by the eight Great Lakes states and Congress to protect the Great Lakes and the economies and ecosystems they support. The Canadian provinces of Ontario and Québec serve as associate members of the GLC. The GLC is an integral component of the governance structure of the Great Lakes basin – enabling the states and provinces to develop consensus and speak with a unified, powerful voice on behalf of the Great Lakes-St. Lawrence River region. The GLC staff manage a wide range of programs and projects on behalf of the states, provinces, and basin. Learn more at [www.glc.org](http://www.glc.org).

### **Equal Opportunity Employer**

The Great Lakes Commission strives to create an inclusive, diverse and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.