



POSITION DESCRIPTION

POSITION TITLE:	GEOGRAPHIC INFORMATION SYSTEM (GIS) Specialist
REPORTS TO:	GIS MANAGER
BASIC FUNCTIONS:	Serve as cartographer, preparing maps and other graphical renderings, using geographic information system (GIS). Assists with and performs GIS analyses. Enters data into electronic files, researches and retrieves property information, and maintains data files.
POSITION RELATIONSHIPS:	Supports the work of staff in the Brandywine Conservancy as well as the Brandywine Conservancy & Museum of Art.
RESPONSIBILITIES:	<ol style="list-style-type: none">1. Production of maps for planning and easement purposes.2. Data entry and assistance with maintenance of GIS databases.3. Assistance with GIS analysis and mapping.4. Research and retrieval of land use and property information.5. Organizing and filing maps, drawings and other data and records.6. Assist GIS Manager in marketing of GIS services to prospective clients.7. Attending appropriate training classes as necessary to maintain facility with GIS technology.8. As time allows, assisting Easement Stewardship group with the inspection of properties for conformance with

easement requirements, as well as assisting Land Conservation staff in creation of baseline documents, including field work and mapping.

9. Other assistance as requested.

**ESSENTIAL
REQUIREMENTS:**

1. Bachelor's degree in geography, environmental science, geology, ecology, planning or related disciplines and significant GIS coursework or an equivalent combination of training and experience required. 2+ years of experience desired.
2. Experience using GIS for spatial and analytical outputs.
3. Proficiency using ESRI's ArcGIS suite of software, specifically ArcMap required and familiarity using ArcGIS extensions 3-D Analyst and Spatial Analyst desired. Knowledge of ModelBuilder, ArcGIS Online and ArcGIS server also useful, but not required.
4. MS Office experience, specifically Excel, Access, and Powerpoint.
5. Familiarity with SketchUp, AutoCAD, Google Earth, and Trimble GPS software applications preferred. Knowledge of and experience with Adobe Photoshop and Illustrator applications helpful.
6. Ability to climb three flights of stairs.
7. Must have means of transportation to and from work assignments.
8. Willingness to occasionally attend evening and weekend meetings/events.
9. Strong communication skills, positive and energetic attitude, and ability to work on fast-paced teams and to prioritize multiple deadlines.