



DENVER REGIONAL COUNCIL OF GOVERNMENTS
OPEN POSITION ANNOUNCEMENT: GIS Specialist
(April 2024)

The Denver Regional Council of Governments (DRCOG) is recruiting a GIS Specialist position to join our GIS Team. This position will be integral to DRCOG geospatial data development and analysis work and will be tasked with helping to improve the quality of data products developed and maintained by the GIS Team as well as expand the capacity for the team to produce and share new and innovative data visualization products. The GIS Team works primarily in Esri platforms and Python, however other coding languages as well as data visualization, database, and GIS skills will be an asset.

DRCOG serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

This position is eligible for alternate work arrangements that may include flexible schedules and/or working remotely up to three days a week within Colorado

ABOUT THE POSITION OF GIS Specialist

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.

- **DATA:** Determines appropriate data for specific uses; mines from streaming data feeds; prepares data for analysis; creates and edits data in an SDE geodatabase environment; designs geodatabases and administers versioned editing environments; performs quality assurance and quality control; performs SQL queries and filters; performs automated, batched data manipulations based on identified patterns using scripting
- **ANALYSIS:** Performs basic geoprocessing and intermediate spatial analysis; produces descriptive and explanatory summaries of results; researches analytical methods
- **MAPS:** Creates and maintains static maps and dynamic, interactive web maps; designs cartographic products that are visually appealing, informative, and easy to use and interpret
- **REPORTS:** Creates and maintains static and dynamic visualizations such as graphs, charts, and dashboards; produces reports; develops and delivers internal and external presentations
- **DOCUMENTATION:** Develops comprehensive methodology documentation; develops and adheres to data management and map design standards; follows processes and workflows
- **INFRASTRUCTURE:** Troubleshoots enterprise technical issues with hardware and software; manages GIS-specific software on personal workstation; seeks out new technologies, tests them and presents them to the team; provides technical support to GIS users and customers; manages roll-out of GIS software to users
- **PROJECT MANAGEMENT:** Creates and manages basic project documents, including requirements lists and communication records; gathers requirements through conversations with the customer; performs alternatives analysis when determining solutions; manages personal workload; provides customer service

to internal and external users as needed; communicates with project stakeholders and implements iterative feedback; serves as a project team lead; serves on project-specific analysis teams to develop approach and pursue analysis

- Performs essential duties in support of regional transportation and land use planning activities such as providing inputs for predictive models
- Performs essential duties in support of programs serving vulnerable populations such as older adults
- Performs essential duties in support of travel demand management programs such as those offering carpooling options for individuals, employers, and schools
- Researches new GIS software and tools for geospatial analysis and web mapping tools, services, and stacks)
- Basic project management concepts such as principles of effective communication and best practices for documentation
- Principles of exceptional customer service
- Applicable federal, state and local laws, codes, regulations (based on assignment)
- DRCOG business practices and policies
- Business math concepts
- Modern office technology
- Pertinent data sources
- Basic principles of cartography, map design, and map bias
- Basic geospatial principles such as coordinate system, projections, and datums
- Principles and methods of qualitative and quantitative research
- Intermediate principals of statistics
- Statistical classification methods for displaying geospatial data
- Creating, editing, and managing flat files, including Esri shapefiles
- Methods for editing geometries and attribution including field calculations
- Web mapping methods using ArcGIS Online, Portal, WebApp Builder, and Experience Builder
- Familiarity with relational database management systems
- Familiarity with urban and regional planning history and theory
- Critical thinking; using logic and reason to solve problems
- Time management; estimating level of effort for tasks
- Customer service and rapport
- Professional verbal and written communication
- Attention to detail; ability to follow documented processes for repeatable results
- Working independently with limited supervision; collaborating with a team
- Self-directing learning opportunities, seeking out new information, participating in team-oriented exercises
- Esri Mapping Suite (ArcGIS Pro, ArcGIS Online)
- Esri Tools (ArcGIS Insights, ArcGIS Business Analyst)
- Tableau and/or other data visualization platforms
- Python and SQL
- Descriptive and explanatory spatial analysis
- Performing intermediate spatial analysis such as interpolation, regression, and statistical clustering
- Implementing domains and field types in databases
- Compiling, organizing, and standardizing disparate data
- Density mapping
- Utilizing RESTful and streaming APIs (Census Data API & General Transit Feed Specification)
- Geocoding techniques

Education and experience requirements:

- Bachelor's Degree in geography, geographical information systems or directly related field and three to five years of technical geographical information systems experience. OR An equivalent combination of education and experience sufficient to successfully perform the essential duties of

the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Licensing/Certifications:

- Valid Colorado Driver's License and access to an automobile or to substantively equivalent alternative transportation.
- GIS Professional Certification

STATUS: Full-time, Non-exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$5,494.66 - \$6,869.20/month or \$2,747.33 - \$3,434.60 semi-monthly depending on qualifications.

APPLICATION PROCEDURE

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

This position is open until 5:00 p.m. Mountain Time on Friday, May 10, 2024.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.