Texas Historical Commission
Job Vacancy Notice

Position Title: Assistant GIS Administrator
Classification Title: Geographic Information Specialist IV
Job Posting Number: 23-120
Salary: $5,500.00-$6,500.00/Month
Salary Group/Class#: B24/0273
FLSA: Exempt
Opening Date: 08/16/2023
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40 hours
Work Location Address: 1711 San Jacinto, Austin, TX. 78701

JOB OBJECTIVE: Perform advanced geographic information systems (GIS) work as a GIS Analyst (Assistant GIS Administrator) for the Texas Historical Commission (THC). Work involves coordinating and/or performing the input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representations of data. This position assists with the security, maintenance, monitoring, and upgrading of the THC GIS Enterprise System, including the Atlas Program, Texas History Navigator mobile app, and Restricted Cultural Resource Information. Work under minimal supervision with considerable latitude for the use of independent judgment.

ESSENTIAL DUTIES:
1. Oversee and support GIS and data management system software levels and tests to ensure data reliability and functionality.
2. Oversee the entry and validation of database records and ensure that data quality and information are reliable and consistently maintained.
3. Oversee and/or analyze, design, plan, diagram, and verify procedures for existing and proposed applications.
4. Design, analyze, and maintain geospatial database structures, create policies and procedures designed to ensure the integrity of the database environment, and formulate recommendations for improvements.
5. Create and develop interactive map programs and user interfaces to display, maintain, and update geospatial databases for internal and external use.
6. Assist in the management and administration of the agency’s geographic information system (GIS) program.
7. Assist with managing the Restricted Cultural Resources Information component of the Atlas Program, working with the RCRI Committee, and interacting and communicating with applicants and users.
8. Develop instructions, manuals, and best practices for end users.
9. Maintain data standards and prepare and develop database documentation, procedures, and definitions for data dictionaries.
10. Perform database performance monitoring, implement efficiency improvements, and modify existing databases and database management systems.
11. Plan strategies to improve the geographic information systems and consult with other entities regarding the coordination of resources.
12. Provides consulting services for the agency’s divisions on GIS-related issues.
13. May train others.
14. Adhere to an established work schedule with regular attendance.
15. Follow all THC safety guidelines/procedures and ethics requirements.
NON-ESSENTIAL DUTIES:
16. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
• Graduation from an accredited four-year college or university with a degree in computer science, management information systems, geography, anthropology, or a closely related field;
• Minimum three years of work experience in geographic information systems analysis and design work;
• Experience using ESRI products;
• Valid driver’s license, acceptable driving record, and ability to drive a state vehicle; and
• Required to travel up to 10% of the work period.

PREFER:
• Experience in the public sector and/or experience in providing technical assistance or project support work;
• Experience in archeology, history, or related discipline;
• Experience working with ESRI ArcGIS Enterprise;
• Experience working with ESRI ArcGIS Online;
• Experience with Microsoft SQL Server; and/or
• Experience with Python.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of terminology related to geographic information systems;
• Knowledge of ArcGIS Enterprise;
• Knowledge of ArcGIS Online;
• Knowledge of ESRI Online/Portal Mapping apps such as ArcGIS Experience Builder;
• Knowledge of systems administration;
• Knowledge of internet security administration;
• Knowledge of scripting languages such as Python;
• Effective verbal and written communication, human relations, and organizational skills;
• Effective critical thinking skills;
• Skill in providing customer service excellence to both internal and external customers;
• Skill in testing, installing, and implementing geographic information system programs;
• Skill in modifying or developing software for applications;
• Skill in using a structured query language;
• Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
• Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
• Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
• Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
• Ability to multi-task in a fast-paced environment;
• Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
• Ability to plan, organize and work independently, as well as within a team environment;
• Ability to exercise sound judgment and discretion; and
• Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver’s License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring
fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and driving for long distances, and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will *NOT* be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age, or disability in the recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

**For New Hires/Rehires:** Health insurance is available on the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**