

# GIS Analyst

INCUMBENT: TBD  
REPORTS TO: GIS Manager  
LOCATION: Telework eligible  
STATUS: Full-time, Exempt  
DATE: April 1, 2021



## TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to [HR@connectednation.org](mailto:HR@connectednation.org). Compensation range is approximately \$52,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

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## DESCRIPTION

The GIS Analyst performs analyses of geospatial data related to broadband access, adoption, and use in a geographic information system (GIS). The GIS Analyst works extensively with broadband-related and demographic information to provide data visualization solutions and tabular results by editing and maintaining various geospatial datasets, static and interactive maps, and other analytical results for CN's internal and external stakeholders.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop geospatial products through data management and analysis using latest industry software tools and/or open-sourced products.
- Create and maintain customized GIS applications and mapping projects.
- Perform location-based data processing, including but not limited to geocoding, digitizing, data editing, table creation, data conversion, and georeferencing.
- Aggregate and analyze broadband provider datasets.
- Calculate and compile statistical analysis results related to the availability of broadband access in a specified geographic area.
- Analyze geospatial and statistical data to help make qualitative and quantitative decisions.
- Produce static map products as requested by internal staff and/or external stakeholders and clients.
- Coordinate with other GIS staff for efficiency and effective product creations.
- Keep pace with GIS technology advances and innovations through training and conference opportunities.
- Perform other duties as assigned.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in GIS, Geography, or related field required with emphasis on GIS preferred. Master's degree preferred.
- Three years' experience, or educational equivalent, in the development and implementation of geographic information systems required.

- Must hold a current Geographic Information System Professional (GISP) certification from GISCI.

## QUALIFICATIONS

- Knowledge of Esri's ArcGIS suite of products, specifically ArcGIS Pro, Desktop, ArcGIS Online, and Enterprise.
- Must be proficient in Microsoft Office Suite, especially Microsoft Excel.
- Cultivates strong and collaborative working relationships with staff, while having the ability to handle sensitive and confidential datasets.
- Must be able to communicate effectively with all levels of staff.
- Strong analytical, organizational and communication skills.
- Must be able to work independently and under pressure in a fast-paced environment.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Attention to detail, establishing priorities and meeting deadlines.
- Willing to travel as needed.
- Valid state driver's license required.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*