

# Geospatial Technician

INCUMBENT: TBD  
REPORTS TO: Manager, GeoAnalytics  
LOCATION: Telework Eligible  
STATUS: Full-time, Exempt  
DATE: May 2022



## 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 is approximately \$45,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

---

## DESCRIPTION

This is an entry-level geospatial position. The Geospatial Technician will perform data processing, conversion, formatting, and editing related to broadband access, adoption, and use in a geographic information system (GIS). As part of Connected Nation's (CN) vision that everyone belongs in a Connected Nation, the Geospatial Technician will work extensively with broadband-related and demographic information to assist senior GeoAnalytics staff in producing data visualization solutions and tabular results that lead to data-driven decisions to help connect unserved and underserved areas.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop broadband-related datasets using latest industry software tools and/or open-sourced products.
- Perform location-based data processing, including but not limited to geocoding, digitizing, data editing, table creation, data conversion, and georeferencing.
- Review non-geospatial information to extract location-based details.
- Assist in the preparatory tasks related to the production of cartographic static and interactive products as requested by internal staff and/or external stakeholders and clients.
- Provide geospatial support for senior GeoAnalytics staff.
- Keep pace with geospatial technology advances and innovations through training and conference opportunities.
- Perform other duties as assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in GIS, geography, geology, planning, computer science, or related scientific field required with a strong emphasis on GIS.
- At least one year of GIS experience required in the use of a geographic information system for an organization; part-time and internship experience acceptable.
- Must pursue Geographic Information System Professional (GISP) certification from GISCI after four years of work experience.

## QUALIFICATIONS

- Must be proficient in Esri's ArcGIS suite of products, specifically ArcGIS Desktop, while developing proficiency in ArcGIS Pro.
- Must have proficient knowledge of thematic mapping, digitizing, geocoding of location-specific data and analysis of the resulting maps, conversion of data between various GIS projections and formats.
- Possess working knowledge of Google Earth, industry web application technology, and open-source GIS software.
- Must be proficient in Microsoft Office Suite, especially Microsoft Excel.
- Must be adept at working collaboratively to build strong working relationships with internal staff, while having the ability to handle sensitive and confidential datasets.
- Must be able to work independently and under pressure in a fast paced, deadline-driven environment.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- 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.

---

*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.*