

Class Code:.....1240
Position #: (PSA)..... (E)
Developed by:.....RM
Reviewed by: . . . DLJ
Approved by:.....LK
Date:12/16

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Specialist, Supervising Geographic Information System (GIS)
DIVISION: Arts and Sciences (History & Applied History Lab)
REPORTS TO: Chair, History Department
GRADE: 13
SUPERVISES: Graduate students, as needed

BASIC FUNCTION:

Conduct statewide archaeological and historic site GIS spatial analyses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for GIS planning, design, and oversight, comprehensive database management and security, practical professional implementation, technical instruction, reporting and review, liaison and coordination among participating agencies, and professional outreach.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

ESRI ArcGIS 10.3 (or above); Spatial Analyst; 3D Analyst; and, Rhode Island GIS datasets.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in archaeology; Demonstrated graduate work in GIS; Minimum of five years' experience working within a Federal, State, or Tribal Historic Preservation Office; Demonstrated ability to meet or exceed Federal

Professional Qualifications Standards as outlined in 36 CFR 61; Demonstrated experience in GIS spatial analysis and cartography; Demonstrated experience with vector and raster-based analyses; Demonstrated experience with both high-quality map/graphics production and online map development; Demonstrated technical support and troubleshooting experience; Demonstrated training experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with both ESRI ArcGIS 10.3 (or above) and its associated software extensions (Spatial Analyst, 3D Analyst, etc.); Demonstrated familiarity with Rhode Island statewide GIS datasets; Demonstrated ability to work both independently and as part of a team; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.