



Part-Time GIS Technician Position Description

Direct Supervisor: VP of Operations and Conservation

Supervisor of: N/A

Status: Part-time, hourly, non-exempt

Salary: \$20/hour negotiable

Who We Are & What We Do

The Lancaster Conservancy's mission is to provide wild and forested lands and clean waterways for our community, forever. The Conservancy has been preserving land in Lancaster County, Pennsylvania since 1969 and more recently along the Susquehanna River corridor in York County, Pennsylvania as well. As more land is lost each year to development, it's our mission to protect and maintain carefully selected habitat in its natural state as a balance to our growth. The Conservancy currently owns 47 nature preserves (encompassing over 7,000 acres) and holds 71 conservation easements (encompassing an additional 888 acres), with more added each year. Our preserves are managed to create habitat for animals, to protect plants and trees, and to provide public access to nature. Through educational programs, volunteer opportunities, and partnership, the Conservancy engages and activates community members of all ages to protect and restore our natural lands!

Position Description

The purpose of the GIS Technician position is to coordinate and oversee GIS activities, managing spatial and tabular data through the Esri suite of GIS technologies. The position ensures GIS functions are performed in compliance with all policies, rules, and regulations applicable to the work. The GIS Technician also produces data and public maps as needed by all programs in the organization and serves as the technical support person for other GIS users on staff. They manage all administrative duties for the GIS staff at the Conservancy, including coordinating with Esri about licensing details. The GIS Technician serves as an important intermediate between program areas and ensures the organization's GIS data are current and accurate.

GIS Administration Responsibilities

- Serves as the administrative coordinator for the Conservancy's Esri account, including desktop and web applications/licenses, ensuring license are renewed and maintained as needed
- Provides technical support to the other GIS staff
- Trains other GIS staff on current technology, communicates plans, policies, and procedures, overseeing quality control, cost-effectiveness, and timely production efforts
- Shares data with partners as needed
- Assists in formulating organizational strategies to incorporate geographic information and web technology while improving overall performance and efficiency

Data Management and Map Production Responsibilities

- Maintains the organization's main geodatabase, ensuring internal data are accurate and data from partner organizations are current and updated

- Integrates new data as needed (including new acquisition data) into existing shapefiles and populates relevant attribute tables, updating public maps (online and print) accordingly
- Produces print and online maps for public use, wayfinding, kiosks, donors, and various other maps public-facing as needed
- Gathers, interprets, and prepares data for various reports as needed
- Creates and updates metadata

Qualifications

The ideal candidate must have technical experience in the following:

- Esri's suite of GIS products (must include proficiency in ArcGIS Pro, ArcMap, ArcGIS Online, Survey123, and Collector at minimum)
- Basic SQL and Python design and implementation
- Database design and data organization
- Proficient in Microsoft Office Suite

Other qualifications include:

- Graphic design experience with Adobe Suite of products a plus
- Experience working with ModelBuilder a plus
- Experience converting CAD files to shapefiles a plus
- Ability to work independently and with a team
- Passion for the environment and land conservation, especially the land trust model of conservation.
- Excellent written and verbal communication skills
- Goal oriented and extreme attention to detail
- Ability to handle multiple projects simultaneously
- Familiarity with [Land Trust Alliance Standards and Practices](#)

The Conservancy is based in Lancaster, Pennsylvania but holds land in a four-county area. This position could function remotely if desired with potential for a flexible schedule. Hours will vary per week based on projects and technical support required but should average 15-20 hours per week.

To apply, please submit a resume and cover letter to Jenn Teson, VP of Operations and Conservation (jteson@lancasterconservancy.org), by end of day Wednesday, September 29, 2021.