



MILE HIGH FLOOD DISTRICT

2480 W. 26th Avenue, Suite 156B Denver, CO 80211

303-455-6277, FAX 303-455-7880, www.mhfd.org

An Equal Opportunity Employer

Protecting people, property, and our environment through preservation, mitigation, and education.

GIS TECHNICIAN

Description:

This is a full-time, non-exempt, position as a GIS Technician for the Mile High Flood District (MHFD). The GIS Technician is responsible for performing a variety of geographic information system mapping and information technology technical work in support of District programs and staff.

Duties and Responsibilities:

- Verifies, corrects, and updates GIS data layers and databases utilizing coordinate geometry and graphics to correspond with the information on design drawings, maps, plans, and reports.
- Publishes and maintains web layers and creates web maps / applications in ArcGIS Online.
- Provides reports, maps, and charts of data displayed geographically for presentation and analysis.
- Applies spatial analysis techniques to geostatistical surfaces to supplement decision-making.
- Prepares presentation maps, creates and updates map book publications on an annual and as-needed basis.
- Maintains electronic inventory of data and databases.
- Applies quality control procedures such as file integrity, positional and dimensional accuracy, and metadata documentation.
- Assists staff on use of GIS and data entry programs.
- Assists GIS users with IT questions for retrieving GIS information.
- Automates geoprocessing workflows for improved efficiency using Python, ArcGIS Model Builder, etc.
- Provides mentorship of student intern, including training, assigning tasks, and monitoring progress and quality of deliverables.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in Geography, Urban Planning, Engineering, GIS, Computer Science, Information Technology, Cartography, or related field.
- One year of experience in performing work relevant to the Duties and Responsibilities described above.

Key Competencies:

- Knowledge of geographic information systems sufficient to perform a variety of duties related to the work assignment.
- Knowledge of information technology hardware and software sufficient to perform basic functions, troubleshoot problems, and perform data entry and retrieval.
- Skilled in using geographical databases and performing geospatial analytics.
- Skilled in reading and interpreting detailed geographical maps.
- Proficient in MS Office.
- Excellent verbal, written, and interpersonal communication skills.
- Attention to Detail.

Availability and Salary:

- Immediate Opening
- Starting compensation range: \$40,000 - \$55,000
- Application Closing Date: Until filled

Contact:

Send cover letter and résumé to Amelia Deleon, Human Resources Director, adeleon@mhfd.org

Last revised: May 2022