

## EMPLOYMENT OPPORTUNITY

# GIS Administrator



### POSITION SUMMARY

Set up new ArcGIS for Server implementation, working closely with IT department, and provide GIS database administration for internal use and client services. Publish web maps and apps based on client needs. Support department with other GIS map deliverables as needed. ArcGIS for Server training will be provided. Ideal candidate will be well-organized and detail-oriented with strong abilities in problem solving as well as oral and written communication. Ideal candidate will also be able to quickly adapt to a fast-paced and changing environment.

### PRIMARY DUTIES:

- Develop technical standards and documentation for the implementation of ArcGIS for Server
- Define, recommend and develop database standards, procedures and architecture
- Implement data models, database structure design, backup and recovery processes
- Administer and maintain SQL Server/SDE databases and GIS databases
- Identify, test, and resolve complex database issues (e.g. monitoring and tuning)
- Perform database system management functions (e.g. software installs, version upgrades and configuration management)
- Make recommendations related to performance and efficiency of GIS data storage
- Geodatabase security administration (e.g. users, groups, roles)
- Develop Python scripts to automate complex database procedures
- Integrate GIS data from a variety of data formats, such as shapefiles, file and personal geodatabases, and third-party data sources (Access databases, Excel spreadsheets, text files, DWGs, etc.)
- Utilize the suite of Esri ArcGIS software and related extensions (ArcMap, ArcCatalog, ArcGIS Pro, XTools, etc.)
- Publish map services and create web maps and apps using ArcMap, ArcGIS Online, and ArcGIS Pro

### KNOWLEDGE, SKILLS & ABILITIES:

- Three to five years demonstrated professional working experience with ArcGIS 10+, ArcSDE, ArcGIS Online, ArcGIS for Server (publisher or administrator level)
- Strong skills in data management; process development and refinement; written and verbal communication; multitasking; automation; documentation; problem solving
- Self-starter that can work both independently as well as with a team
- Strong organizational skills and detail-oriented
- Experience with ArcGIS API for Javascript, SQL Server 2012, and ArcGIS for Server REST API
- JavaScript, HTML, CSS
- Cartography/graphic design (paper map deliverables) and AutoCAD
- Experience with project coordination, proposal writing, and scope development

### EDUCATION/EXPERIENCE:

- Bachelor's Degree in Environmental Science, Computer Science, GIS, Geography, or other related field

### CERTIFICATIONS/LICENSES REQUIRED

- Esri and Microsoft technical certifications a plus
- GISPs (with exam) a plus

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in the field and may be exposed to outside weather conditions. Work requires frequent and prolonged computer use. May occasional lifting up to 25 pounds.

### Office Location:

232 Kings Highway East  
Haddonfield, NJ 08033

### Department:

CADD/Survey

### Supervisor:

GIS Department Manager

### FSLA Status:

Exempt

### EEO/AA Employer

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While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

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