DUTY STATEMENT

Classification Title	RPA Number
Information Technology Specialist I	12117
Working Title	**Unit**
GIS Developer	Information Technology
Position Number	**Effective Date**
357-001-1402-001	
Name	Working Hours
Vacant	M-F 8:00-5:00

California Tahoe Conservancy Mission Statement

The mission of the California Tahoe Conservancy is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining an inclusive, safe, and secure work environment, free from discrimination, that values diverse cultures, perspectives, and experiences. Conservancy employees work together to serve all members of the public equitably, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

General Statement

Under the general direction of the Director of Administration and IT (CIO), the incumbent will be responsible for oversight of the Conservancy's Geographic Information Systems (GIS) Program, technical support for staff, and assistance with various information systems. This includes providing and standardizing map products and templates, managing and updating the Conservancy's GIS data, developing and maintaining web-based GIS mapping and data collection applications, and administering software services including SharePoint, web conferencing, and the Tahoe Property Online Management system (TAPROOM) that manages Conservancy owned properties.

Job Functions

25% GIS Application Maintenance and Development (E)

- Develop and maintain the Conservancy's suite of custom GIS applications including the TAPROOM system, Forestry, Cultural Resources, and the Fuelwood Availability mapping tools;
- Explore, evaluate, deploy, and administer off-the-shelf software and cloud products and services such as Field Maps, Experience Builder, Dashboards, and Survey 123;
- Stay up to date on the latest technologies related to geographic and spatial data collection, analysis, and presentation (drones, 3D analysis, etc.); and,
- In collaboration with other IT Team members, develop and maintain data links between systems within the Conservancy and between Conservancy systems and external systems.

15% Graphics Services (E)

- Provide graphical products in publishable format such as PDF and Word documents for a wide variety of internal and external audiences using ESRI and Adobe software products;

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- Assist staff with development of customized maps from existing base maps and utilization of Esri software;
- Lead the development and updating of Conservancy map templates; and,
- Provide final quality assurance on all graphical products as required.

15% GIS Data Management (E)

- Manage the Conservancy's GIS data layers;
- With IT Staff, manage the Conservancy's suite of ArcGIS Online and Enterprise server and cloud products including Portal and associated licenses;
- Work with Tahoe Regional Planning Agency, El Dorado County, and Placer County to keep the Conservancy's parcel layer up to date with respect to assessor numbers (AN), ownership, shape, and other attributes;
- Upgrade GIS systems as required; and,
- Run the Conservancy's GIS user group.

15% Database and Application Development (E)

- In collaboration with other IT Team members, develop database systems and custom software to support GIS, Land Bank, Acquisition, and other programs;
- Develop new data collection and mapping applications as determined in consultation with Conservancy staff; and,
- Manage the Conservancy's Trimble Global Positioning System (GPS) devices.

15% Information System Administration (E)

- Assist the Network Administrator to maintain and ensure security of Conservancy GIS information systems;
- Assist with administering the Microsoft 365 suite of products (SharePoint, OneDrive, Office 365, Teams, Exchange, etc.);
- Administer web-based conferencing systems such as Zoom;
- Perform technical support for Conservancy staff in response to Service Requests;
- Manage and update end user platforms such as computers, tablets, and mobile phones;
- Assist with printer and plotter administration and maintenance.

10% Other Duties (M)

- Represent Conservancy at California Natural Resources Agency (CNRA) Unmanned Aircraft Systems (UAS) meetings;
- Develop software programming to support the Conservancy's UAS Program;
- Assist staff with development of PowerPoint presentations and Story Maps for quarterly board meetings; and,
- Assist with Board Meeting room setup (audio visual equipment, chairs, tables, etc.), and room tear down;

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- Assist with general IT procurement related to GIS products and licenses and other products as needed.

(5%) Professional Development Training in DEI (M)

- Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

Supervision Received

The GIS Program Administrator reports directly to and receives the majority of assignments from the Chief Information Officer; however, direction and assignments may also come from the Staff Information System Analyst. This position requires a high level of self-direction.

Supervision Exercised

None.

Required Skills

The incumbent requires the following abilities:

- Advanced computer skills;
- Strong writing and analytical skills;
- The ability to work independently and to communicate (verbal/written) clearly, concisely and accurately;
- The ability to reason logically and creatively in resolving problems;
- The ability to act independently and be open-minded and flexible with ideas and solutions;
- Familiarity with GIS-related Python programming, basic SQL, and database administration related to GIS
- Must be efficient and work well under pressure, meeting multiple and sometimes conflicting deadlines;
- Must work cooperatively and build trust and rapport with staff and leadership;
- Must create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences;
- Willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames;
- Experience supporting end users in a professional IT environment.

Other Desired Skills and Knowledge

- Familiarity with other Lake Tahoe Basin agencies
- JavaScript programming
- Advanced Python programming related to GIS
- Familiarity with Microsoft 365 and Azure administration (Entra Identity, Exchange, Defender, Teams, SharePoint)

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Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed inside. This position requires prolonged sitting, use of the telephone, personal computer, and copier. The Conservancy office is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings, training, and project sites. This position **is** eligible for telework, subject to State and Conservancy law and guidelines governing telework.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date