Open Position: GIS Analyst/Advanced GIS Analyst
Application Deadline: For full consideration, application must be received by 4:30 p.m. on Friday, October 11, 2019

Applications are now being accepted for the position of GIS Analyst/Advanced GIS Analyst. The work schedule for this full-time position is 7:30a to 4:30p Monday through Friday. The GIS Analyst assists the GIS Administrator in maintenance and use of the GIS database in support of BGMU’s Water/Wastewater Division operations and maintenance. The duties for this position include:

- Analyze data and make recommendations in its use / application.
- Assist in development of GIS and related policies and standard operating procedures.
- Perform daily GIS system maintenance tasks.
- Perform GIS data entry and database development tasks.
- Produce maps as required.
- Collect and edit water and wastewater system GIS data.
- Respond to support requests from BGMU crew personnel, private contractors, developers, and BGMU customers.
- Enter water and wastewater work order system data.
- Maintain accurate records and prepare reports.
- Assist Project Managers and Engineering Superintendent in development of field and/or office engineering data to support projects.
- Use GPS survey tools.

Requires competency in Microsoft Word, Excel, Access, and Outlook software programs, as well as a high level of knowledge of the principles of Geographical Information Systems including its uses, applications and programming. Must have practical experience in GIS-based mapping software (e.g. AutoCAD/AutoDesk, ESRI’s /ArcGIS, MapInfo, Hexagon, QGIS) and GIS database management including: error troubleshooting and correction; data conversion; use of SQL (or other query language in broad use), or ArcSDE and geodatabases; writing database queries and scripts to support management capital construction, and system maintenance and repair decisions; working with a multi-user geodatabase system; use of RDBMS, ideally knowledge of Microsoft SQL Server or Oracle; custom application development using Python, Java Script API, HTML, CSS, XML or other modern programming languages. Requires demonstrated proficiency using GIS-related equipment including plotters, scanners, and GPS equipment. Requires ability to establish and maintain effective working relationships in the course of work at all levels, with a focus on quality service to internal and external customers. Experience with AGOL, Survey 123, Collector, and other field application is preferred.

Minimum requirements: Bachelor’s Degree in one of the following: Geographic Information Systems, Geography, City and Regional Planning, Computer Science or Engineering. GIS Certificate from an approved undergraduate GIS program. Two (2) years of practical work experience in GIS environment. Warren County, KY residency is required within 6 months of employment.

Preferred requirements: Successful completion of the GISCI Geospatial Core Technical Knowledge Exam in pursuit of GISP certification.

Advanced GIS Analyst: Applicants who have already attained GISP certification and who have completed four (4) years of practical work experience in a GIS environment may qualify for Advanced GIS Analyst.

APPLICATION INSTRUCTIONS

Applicants must apply online at https://www.bgmu.com/career/job-application/. Applicants lacking a computer with internet access can find these tools at the Kentucky Career Center, 803 Chestnut Street in downtown Bowling Green. This position is open until filled. Full consideration will be given to applications received by 4:30 p.m. on Friday, October 11, 2019.

BGMU is a Kentucky Certified Drug-Free Workplace and an EOE AA M/F/Vet/Disability Employer who recruits, hires, trains, and promotes persons without regard to race, color, religion, disability, age, sex, pregnancy, childbirth, pregnancy/childbirth related medical conditions, genetic information, national origin, protected veteran status, or tobacco-smoking status. Minority and female applicants are encouraged to apply.