



**MILE HIGH FLOOD DISTRICT**

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

303-455-6277, FAX 303-455-7880, [www.mhfd.org](http://www.mhfd.org)

An Equal Opportunity Employer

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

## **GIS ANALYST**

### ***Description:***

This is a full-time, non-exempt, temporary position as a GIS Analyst for the Mile High Flood District (MHFD). This is a one-year contract, with a potential for full-time permanent status, including health benefits, at the end of the one-year assignment. The GIS Analyst 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:***

- Provides reports, maps, and charts of data displayed geographically for presentation and analysis.
- Applies spatial analysis techniques to geostatistical surfaces to supplement decision-making.
- Assists staff on use of GIS and data entry programs.
- Maintains electronic inventory of data and databases.
- Performs minimal programming tasks to include modifications of existing code to fit specific needs.
- Updates and maintain existing map collections and apply data for map production.
- Applies quality control procedures such as file integrity, positional and dimensional accuracy, and metadata documentation.
- Works with Network Administrator to ensure security and upgrades of data and software systems.
- Identifies and implements new process improvements.
- 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.
- Two years' 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.

### ***Availability and Salary:***

- Immediate Opening
- Starting compensation range: \$60,000 - \$75,000

- Application Closing Date: Until filled

**Contact:**

Send cover letter and résumé to Amelia Deleon, Human Resources Manager, [adeleon@udfcd.org](mailto:adeleon@udfcd.org)

Last revised: September 2019