



## JOB ANNOUNCEMENT

**November 16, 2020**  
**GIS Specialist**

The mission of the Pacific Crest Trail Association is to protect, preserve and promote the Pacific Crest National Scenic Trail as a world-class experience for hikers and equestrians, and for all the values provided by wild and scenic lands. To support our mission, we have invested in our staff, technology, and external support. A robust GIS program has been a key system missing in our work until now. We are looking to hire our first permanent full-time GIS Specialist to help us reach our goal of creating, implementing, and managing comprehensive, organization-wide GIS solutions.

**In this position you will have the opportunity to:**

- Serve as the authoritative source for and management of PCT spatial data, and to leverage GIS solutions to inform and support PCTA's programmatic work towards its strategic goals
- Design, develop, and manage large complex data systems in close collaboration with federal and state agencies.
- Set standards and develop training materials for how GPS data will be collected
- Serve as data manager, designing quality assurance and quality controls (QAQC), metadata standards, etc.
- Maintain the dynamic PCT land inventory as land ownership and status are key to strategically planning land acquisitions
- Develop a system and tools for tracking trail conditions and maintenance history that are key to making annual and long-range work plans
- Conduct viewshed analyses to assess emerging potential impacts to the trail
- Produce high-quality visual information and media to better connect and engage diverse audiences in PCTA's program work
- Manipulate statistical and spatial data, perform complex analyses, and interpret results to inform key strategic decisions for program areas including land acquisition, trail protection, trail management, visitor use, advocacy, and philanthropy
- Occasionally travel including visits to represent the PCTA and collect data from the field; attend, conduct or support training; coordinate and work with agency partners, staff, and volunteers.

**What makes you a great fit for this position?**

- You absolutely love GIS work and it's accurate, well-organized, detailed data, and your enthusiasm for it is contagious. You love working with others on how to apply GIS effectively to everyday work.
- You take pride in intentional, thorough training and support of your colleagues.
- You thrive on building and maintaining complex data systems, solving problems, and tackling new multi-faceted challenges — and you know when it's time to ask for help.
- You enjoy managing a large variety of systems and projects across multiple program areas.
- You know you can translate the back-end system functionality to front-end users so that it's understandable.
- You want to work within a team that invests in you and challenges you to do your best.
- You have at least five years of experience within GIS.



# Pacific Crest Trail Association

**Job Specifications and Benefits:** The GIS Specialist works out of the Sacramento, California office under the direction of the Director of Trail Operations. This position is eligible to telecommute (West Coast preferred). Starting salary is \$55,000 and is negotiable based on level of experience. Benefits include paid holidays, vacation, sick time, and health, dental, vision, life, and long-term disability insurance. Eligible for 401(k) plan after one year of employment.

**To Apply:** Submit application by **December 5**. E-mail resume and letter of interest to [hr@pcta.org](mailto:hr@pcta.org) with the subject "GIS Specialist". PCTA is committed to protecting the health and wellness of our staff. To help ensure the safety of our staff and applicants, interviews will be conducted virtually. Interviews will be held December 14 and 15 with a negotiable start date in January. For a full job description and more information about Pacific Crest Trail Association visit [www.pcta.org](http://www.pcta.org). For questions, contact Jennifer Tripp at (916) 285-1853.

**EEO Statement:** PCTA is an equal opportunity employer. PCTA policy prohibits discrimination on the basis of race or perceived race, color, creed, gender, religion, marital status, sexual orientation, age, national origin or ancestry, citizenship status, veteran status, physical or mental disability, medical condition including genetic characteristics, arrest record, or any other consideration made unlawful by federal, state or local laws.



Revision Date: November 16, 2020

**Job Title:** GIS Specialist

**Supervisor:** Director of Trail Operations

**F.L.S.A.:** Exempt

---

**Summary:**

The GIS Specialist provides overall management and coordination of PCTA's GIS program that includes database management, collecting and managing detailed data and spatial information, performing analyses, and creating print and digital cartographic products for internal, state, and federal, and public use. The GIS Specialist works in partnership with all PCTA programs to apply spatial data and production capabilities in the everyday needs of the organization.

It is the goal of the GIS Specialist to serve as the authoritative source for PCT spatial data, and to leverage GIS solutions to inform and support PCTAs programmatic work towards its strategic goals.

**Essential job functions and tasks are to:**

**Data Management:**

- Design, develop, and manage geographic information systems and database management systems for the PCT. Focusing on the trail centerline, supporting trail use infrastructure as well as land classification, ownerships, land acquisitions and easement records.
- Document the GIS program's standard procedures, data documentation, quality assurance and quality control (QAQC) and metadata standards.
- Maintain and update the land inventory.
- Develop and manage a values and resource inventory, a trail conditions inventory and assessment program.
- Manage the acquisition, sharing, and management of GIS data from federal, state, local and external partners including third-party app developers.
- Consult with external stakeholders to access census data, fieldwork, satellite and aerial imagery, and maps.
- Respond to data informational requests, both internally and externally.

**Statistical and Spatial Analysis:**

- Summarizes GIS data, performs analyses, and assists with interpretation of results
- Conduct watershed analyses.
- Produce statistics to incorporate into proposals, documents, and reports.

**Data Visualization:**

- Develop high-quality visual information and media such as paper maps, web mapping applications, graphics, and reports from geospatial data and analytical results.
- Develop compelling StoryMaps to be viewed by various audiences.

## **GIS Specialist, continued**

---

### **Other:**

- Plan, execute and supervise field work in remote environments to collect new information or verify existing data using standard resource field sampling techniques.
- Train and instruct staff and volunteers in the use of GIS applications and basic GPS data collection.
- Performs other related duties and administrative support as needed.

### **Education and Training:**

- Minimum of five years of professional experience
- Bachelor's degree in relevant field or commensurate professional experience

### **Experience and Qualifications:**

- Strong and proven background using Esri's ArcGIS focusing on large dataset management
- Proficiency in ArcGIS Pro; familiarity with ArcGIS Online, StoryMaps, Python
- Competency with a variety of popular basic web technologies (WordPress, HTML, CSS, etc.)
- Competency with mobile GIS data collection apps on a variety of devices and platforms
- Ability to design and implement new processes and facilitate user adoption for staff and volunteers in different roles and with varying technology skill sets
- Excellent organization skills with a strong attention to detail and consistency
- Excellent written and verbal communication skills
- Ability to coordinate and collaborate with a wide variety of individuals including staff, agency partners, volunteers, contractors, and interns
- Ability to prioritize and effectively managing multiple tasks to complete projects on time
- Strong cartographic skills and standards to produce quality maps

### **Physical Requirements:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer.

### **Typical Working Conditions:**

The GIS Specialist is under the direct supervision of the Director of Trail Operations; however, they are expected to efficiently prioritize their work to meet day-to-day demands and ongoing assignments. The GIS Specialist communicates with staff regularly on their program of work and to seek advice on various aspects of the program. This position meets directly with the Director of Trail Operations regularly to receive direction and provide updates on work. The position requires occasional travel including visits to represent the PCTA and collect data from the field; attend, conduct or support training; coordinate and work with agency partners, staff, and volunteers. The GIS Specialist is a PCTA headquarters employee, currently located in Sacramento, this position is eligible to telecommute (West Coast location preferred).

### **Equipment Used:**

- Office equipment, including a laptop computer, printer, copier, and scanner
- GPS units and receivers, smartphones and tablets, and other data collection devices

## **GIS Specialist, continued**

---

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance \_\_\_\_\_

Date \_\_\_\_\_