

## Coco Chen

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# Full Job Description

The Geographic Information System (GIS) and Data Specialist primary role for the Arizona Department of Forestry and Fire Management (DFFM) is to create, modify, and update GIS data within the AZ Forestry Information Tracking System (AZFITS) and support its ability to track and report on fuel and vegetation treatment projects in Forestry Programs. In addition, this position is responsible to create or update multiple ArcGIS Online data services, maps, and applications (Dashboard, Experience/App Builder, Survey123, Field Maps, Notebook, etc.), and to support the Forestry Programs by providing mapping and analysis for a wide variety of Forestry planning and operations needs and supporting staff as needed.

### Job Duties:

#### Knowledge, Skills & Abilities (KSAs):

- Knowledge of Quality Control & Quality Assurance of GIS processes, data, and products.
- Create, modify, and update GIS attributes and features within AZFITS and Forestry data sets. Use and create scripts and online tools to automate data processing, analysis, and report generation. Provide Quality Control & Quality Assurance of GIS processes, data, and products.
- Create and update multiple ArcGIS Online data services, maps, and applications (Dashboard, Experience/App Builder, Survey123, Field Maps, Notebook, etc.) for AZFITS and Forestry Programs. Identify, propose, and implement opportunities for use of GIS solutions to improve Forestry Programs' efficiency and to reduce waste.
- Support Forestry Programs by providing analysis and mapping for a wide variety of Forestry planning and operations needs and supporting staff as needed.
- Train DFFM staff and customers in the use of Forestry's AZFITS, ArcGIS Online applications, GIS mobile applications, and analysis/reporting products.
- Drive on State business.
- Other duties as assigned.

#### Knowledge of:

- Knowledge of GIS systems and spatial data, database management systems, and development platforms.
- Knowledge of mathematics, statistics, and spatial analysis methods (queries, reasoning, measurements, transformations, descriptive summaries, optimization, hypothesis testing).
- Working Knowledge of GIS vector and raster data models, Feature Services, and File GeodB.
- Working Knowledge of GIS data entry techniques and methodologies.
- Working Knowledge of current GIS software and procedures.
- Working Knowledge of GIS scripting languages such as Python and Arcade.

#### Skills in:

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- Skilled in creating and editing GIS attributes and features using methodologies such heads-up digitizing, tracing, and conversion of other data sources.
- Skilled with ArcGIS Pro and ArcGIS Online.
- GIS scripting skills such as Python and Arcade.
- Skilled in data analysis and vector/raster-based spatial analysis.
- Skilled in identifying customer needs and developing solutions to meet their needs.
- Strong customer support skills in the use of GIS data and applications.
- Excellent problem solving skills.
- Excellent skills in time management while handling multiple projects.
- Excellent interpersonal, written and oral communication skills.

### Ability to:

- Balance, prioritize and organize multiple tasks.
- Synthesize feedback and adjust plans accordingly.
- Identify opportunities for use of solutions to improve efficiency and reduce waste.
- Work collaboratively in teams and across organizations.
- Keep up with changing GIS software, service, and scripting requirements and standards (learn, unlearn, relearn).
- Relate data to answer the specific spatial questions being asked.
- Analyze and interpret data to produce actionable information, reports, and maps.
- Operate and maintain GIS hardware software, plotter, GPS, mobile devices.
- To drive on State business.

### Selective Preference(s):

Bachelor's degree in GIS, remote sensing, geography, or a related field; GIS software training.

### Pre-Employment Requirements:

A valid Arizona Driver's License. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any driver training (see Arizona Administrative Code R2-10-207.12).

### Benefits:

The Arizona Department of Administration offers a comprehensive benefits package to include:

Sick leave

Vacation with 10 paid holidays per year

Health and dental insurance

Retirement plan

Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

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*For a complete list of benefits provided by The State of Arizona, please visit our benefits page*

Contact Us:

If you have any questions please feel free to contact Lisa Ross at [lross@dffm.az.gov](mailto:lross@dffm.az.gov) for assistance.

## ***Reference***

State of Arizona. (n.d.). "GIS Specialist." Retrieved from State of Arizona:

<https://www.indeed.com/viewjob?jk=5d923c1ff789168b&tk=1fm7p6qf0npqb801&from=serp&vjs=3>