



## THE POSITION

### Assistant GIS Analyst

**Tahoe Regional Planning Agency** and our dynamic team of professionals seeks a motivated **Assistant GIS Analyst** to create, update, and maintain geographic information system (GIS) data and perform data analysis in the desktop and online environment. The Assistant GIS Analyst will be responsible for developing value-added analyses for internal and external partners and helping to interpret and summarize trends or patterns in large complex datasets.

Additional tasks include the creation and maintenance of ArcGIS web and mobile maps and applications to support online mapping for data sharing and mobile data collection. The Assistant GIS Analyst will also provide support and assistance to TRPA staff and other end-users as needed.

Remote/Hybrid work schedule eligible.

#### Overall Responsibilities

- Create, edit, maintain, and organize geographic and tabular data.
- Identify, analyze, interpret, and summarize trends or patterns in large complex datasets.
- Responds to internal and public inquiries with data and information.
- Creates, manages, optimizes, and publishes ArcGIS Server REST services for applications and maps.
- Create high-quality products, print and web maps, web mapping applications (i.e. story maps, dashboards, etc.), data visualizations, presentation materials, annual or quarterly publications, and custom reports.
- Assist with data engineering tasks (extract, transform, load QA/QC, etc.). Experience with automating these tasks is preferred.
- Participate in strategic initiative teams to provide analytical support.

- Manage, support, and update mobile data collection workflows using ArcGIS mobile applications (Field Maps & Survey123).
- Handle sensitive data with the strictest confidence and in accordance with regulatory requirements and data sharing agreements.
- Collaborate with internal GIS users, external partners, and local jurisdictions as needed.
- Perform geoprocessing and prepare and execute queries in spatial and non-spatial databases.
- Document methods and metadata thoroughly to ensure knowledge is retained.

#### Desired Qualifications

BA or BS in geography, planning, environmental science, natural resources management, or related field and at least 4 years of relevant work experience or an equivalent combination of education (e.g., Associate's degree) and experience.

- Highly proficient with ESRI ArcGIS Software (desktop, extensions, mobile, and online).
- Experience working with ArcGIS mobile data collection platforms such as ArcGIS Field Maps and Survey123.
- Ability to create and manage web GIS layers, maps, and applications using both ArcGIS Online and Portal for ArcGIS.
- Experience with APIs, JSON, XML, REST, or other connection services.
- Proficiency in database management: create, edit, update, join, append, and query data from spatial and non-spatial relational databases.
- Strong skills in cartographic design, analytical geography, project management, and communication.
- Demonstrates high levels of anticipation, initiative, and problem-solving.
- Good interpersonal skills. Ability to provide excellent customer service and relay complex information to internal and external customers in an understandable fashion.
- Outstanding oral and written communication and time management skills.

- Excels in collaboration and engagement with internal and external stakeholders.
- Demonstrates proven experience with minimal supervision.
- Working knowledge of Tahoe-specific environmental issues and TRPA programs is highly desirable.
- Knowledge and experience with Python scripting is preferred.
- Knowledge of the best available GIS data and efficient methods for compiling available resources.
- Ability to work independently and work in groups.
- Ability to see “the Big Picture” and contribute to TRPA’s strategic priorities.
- Ability to identify opportunities for process improvement, initiate CI projects, and/or to recommend and implement changes to reduce or eliminate unnecessary processes.

## COMPENSATION AND BENEFITS

The salary range is \$53,248 to \$78,471. Starting pay is generally between the minimum (\$53,248) and 25th percentile (\$61,655) with some flexibility, depending on experience.

TRPA’s excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 13 paid holidays.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee’s HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Remote/hybrid flexible work schedules.
- Dog-friendly employer.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.