



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
JOB OPPORTUNITY ANNOUNCEMENT  
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

**JOA #:** 24-05      **Position #:** 242009      **Posting Date:** 12/11/2023      **Application Deadline:** Until filled  
**Position Title:** GIS Analyst I      **Starting Salary:** \$45,000  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

High-school diploma or equivalent and two (2) years of hands-on experience with ESRI desktop and ArcGIS Server technology. Two years of college education in a Geography or Information Technology course study can count towards the two years hands on experience.

**Special Abilities:**

Ability to build effective relationships in a team-oriented environment. Must be able to prioritize multiple tasks and work simultaneously. Must be able to learn new software systems as the work process evolves. Technical knowledge in GIS principles, spatial analysis, and database design. Knowledge of relational database systems, storage and retrieval of data from these systems. Proficiency in ArcGIS desktop and server technology. Proficiency using Microsoft Office suite and programs. Customer service focus with excellent written and verbal communication skills required.

**Description of Position:**

This is a position in the Information Technology Bureau (ITB), which reports directly to the GIS Team Lead, but may be directed by other GIS staff. This position will assist in the development and integration of GIS technologies. Creation, analysis and management of datasets and databases, assist with the integration of web mapping applications and preparation of maps, graphics and reports to satisfy customer's needs.

- Assist in the development, integration and maintenance of GIS technologies, Relational Database Systems and Web Mapping Services;
  - Meet with project staff and managers to determine GIS needs for projects;
  - Develop and maintain ArcGIS desktop and field applications;
  - Provide GIS support and analysis for departmental projects;
  - Create, Update and Query spatial data from relational databases to perform analysis;
  - Perform advanced GIS data analysis and data conversions;
  - Ability to acquire, process and integrate data relevant to the districts needs while assuring accuracy and metadata standards;
  - Proficiency in generating and publishing maps;
  - Ability to develop and maintain project documentation standards;
  - Provide GIS technical support to agencies end users;
  - Ability to multitask and manage project from design through implementation;
  - Ability to work independently; and
  - Perform other duties as required.
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**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nfwwater.com](mailto:human.resources@nfwwater.com) ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

**NOTICE TO APPLICANT:** We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.