Geographic Information Systems (GIS) Analyst/Redistricting GIS Specialist
(Temporary session hire with possible transition to a permanent position)

The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Geographic Information Systems (GIS) Analyst/Redistricting GIS Specialist is assigned to the Research Division, which is the general information, policy analysis, and service arm of the Legislature. Under general supervision, the Analyst/Specialist will support legislative reapportionment and redistricting GIS activities in preparation for the 2021 Legislative Session, including, but not limited to, working with GIS software, creating various maps and statistical reports, training users on GIS and the redistricting application, working with the U.S. Census Bureau in advance of the 2020 Decennial Census on various programs relating to redistricting preparations, and providing technical support for other reapportionment and redistricting purposes.

The Analyst/Specialist also will assist the Research Division’s Publications Unit, policy analysts, and other Division staff in refining written publications and other documents with mapping enhancements, graphics, “story maps,” and other spatial representations designed to enrich documents produced within the Division. Other duties may include end user support of hardware and software issues, including word processing and general computer-use questions. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include a bachelor’s degree from an accredited college or university, advanced knowledge of Environmental Systems Research Institute’s (ESRI) ArcGIS software or other GIS applications, and previous customer service and/or support experience. Previous experience in evaluating U.S. Census Bureau data and working with elected officials is desirable, but not required. Please review the following pages for a complete job description.

The Research Division is recruiting to fill one GIS Analyst/Redistricting GIS Specialist for the 2019 Legislative Session and, if approved by the Nevada Legislature, the position will become a permanent position within the Division. This session position will begin on or around January 14, 2019, and, if approved, the position will become permanent on July 1, 2019.

Salary and Benefits
The salary range is $45,811 to $67,714 (Grade 33) annually (employee-employer paid retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.
Please submit a Legislative Counsel Bureau Employment Application (click here) along with a letter of application and résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit your application, letter, and résumé. Please use MS Word format or PDF and send to kkruse@lcb.state.nv.us.

**Closing Date:**  Wednesday, November 21, 2018, at 5 p.m.

**NOTE:** The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.
DEFINITION OF CLASS

The Geographic Information Systems Analyst/Redistricting GIS Specialist supports legislative reapportionment and redistricting GIS activities of the Nevada Legislature, including, but not limited to, working with GIS software, creating various maps and statistical reports, training users on GIS and the redistricting application, working with the U.S. Census Bureau on various programs relating to redistricting preparations, and providing technical support for other redistricting purposes.

The GIS Analyst also assists the Research Division’s Publications Unit, policy analysts, and other Division staff in refining written publications and other documents with mapping enhancements, graphics, “story maps,” and other spatial representations designed to enrich documents produced within the Division. Other duties may include end user support of hardware and software issues, including word processing and general computer-use questions. Additional job duties are described below. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree from an accredited college or university is required. Advanced knowledge of Environmental Systems Research Institute’s (ESRI) ArcGIS software or other GIS applications, and previous customer service and/or support experience is also required. Previous experience in evaluating U.S. Census Bureau data and working with elected officials is desirable, but not required.

Knowledge, Skills, and Abilities Required

- Thorough knowledge of Microsoft Office and related programs.
- Broad knowledge of Windows XP/Vista/7/10.
- An understanding of research techniques, including basic computer applications and an ability to organize and display statistical data.
- Proficient use of ESRI ArcGIS software, ArcServer software, and other GIS applications.
- Ability to work well with others and work efficiently in a team environment.
- Exceptional communication skills, written and oral, as well as the ability to communicate technical and non-technical information with general computer users.
- Ability to provide a strong customer service focus with a willingness to follow through.
o Ability to assemble and analyze information quickly and accurately and learn and retain new skills quickly and effectively.

oPossess initiative and the ability to work under pressure to produce a significant quantity of work products of superior quality.

o Ability to maintain confidentiality of certain information.

o Demonstrated ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products.

o Capable of productively handling changing priorities and quickly adapting to new situations and challenges.

o Ability to pay close attention to detail and maintain a high degree of accuracy in all work products.

Working Conditions

o This position is located in Carson City, Nevada.

o The Research Division features a team-oriented and collaborative work environment.

o All necessary software, hardware, and other equipment shall be provided.

o This position may require extended hours during the legislative session and may include weekend and evening hours.

EXAMPLES OF DUTIES

The following is used only as a partial description and is not restrictive as to the duties required:

- Provides technical support to legislators, staff, and constituents throughout the reapportionment and redistricting process;
- Trains legislators, staff, and constituents on the functionality of the redistricting software;
- Provides timely redistricting support to the legislators, staff, and constituents by creating districts, using the redistricting software;
- Designs and produces thematic district maps;
- Designs and produces maps and other visual products to enhance publications and documents created within the Research Division;
- Provides statistical population reports and tables, based on redistricting plans and related Census data;
- Formats and imports various data into the redistricting database;
- Compiles data that may be presented to the Legislature in the form of charts, tables, and PowerPoint presentations;
- Meets with and provides assistance to state and local officials regarding reapportionment and redistricting issues;
- Responds to requests via email, telephone, and other means;
- Creates and maintains strong customer relations and provides high-quality customer service through courteous, prompt, and accurate communication;
- Assists in the implementation of the Research Division’s Strategic Plan; and
- Other duties as assigned.

Revised: October 16, 2018