



# ***Business Process Analyst 3 GIS position***

***Location: Carson City NV, NDF State  
Headquarters***

***Application Close date: April 5<sup>th</sup> 2018***

***The Position:*** Will utilize geographic information systems (GIS) to efficiently capture, store, update, manipulate, analyze, distribute, and display all forms of geographically referenced information to portray NDF accomplishments as they pertain to our mission, grant reporting requirements, future planning, and public relations efforts. The incumbent must have advanced level proficiency with various data collecting and processing software used in developing complicated work/data flow charts and diagrams. This position will be responsible for creating detailed written data analysis documents by using mixed data sources from federal, state and local sources; developing the Division's GIS data standards; creating and maintain the GIS websites using ArcGIS Servers; and utilizing ArcGIS Desktop, ArcSDE, ArcGIS server applications AGOL in a Microsoft Windows environment. This position will act as the system administrator for all GIS systems used by the Division. As well as, developing and maintain technical documentation for the Division's geographic information systems. Additionally, this position will ensure the Division of Forestry has the necessary hardware, software and licenses that allow agency personnel to use GIS technology necessary for their jobs. The incumbent may be required to hike in rough terrain while collecting data. The incumbent will be required to travel throughout the State to train personnel as necessary.

***Minimum Qualifications :*** Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and three years of progressively responsible professional experience in a related program area analyzing and interpreting program laws, regulations, policies and procedures, which included two years of experience applying recognized data processing concepts to business process planning and analyses; OR one year of experience as a Business Process Analyst II in Nevada State service; OR an equivalent combination of education and experience.

**<http://forestry.nv.gov/ndf-jobs/full-time-jobs/>**

