

**REQUEST FOR APPLICATIONS**  
**Geographic Information Systems Technician**  
**RFx: 3140001000**  
**Smart Number: 1450-17-R-RFQI-00031**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Erin Gallagher- [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Department of Marine Resources is currently seeking applications for the position of Geographic Information Systems (GIS) Technician. This position will be responsible for, but not limited to: creating, editing, and maintaining geographic data; utilizing geodatabases; performing spatial analysis; and, developing custom map products.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes. GIS technology is utilized by the department as a tool to integrate and analyze multiple data sources to aid management decisions.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

- Conducting project assignments, research, and analysis;
- Creating, editing, and data acquisition;
- Integrating data into existing data structure;
- Maintaining accuracy and integrity of data;
- Analyzing geographic data;
- Utilizing the GIS software and data to produce cartographic output;
- Applying technical knowledge to departmental projects;
- Preparing written reports, communication, or correspondence on behalf of the department;
- Presenting formal/informal updates on project status; and,
- Other duties as assigned.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for this position include:

- Must possess or be pursuing a Bachelor's Degree in geography, cartography, engineering, coastal or marine science, environmental policy, planning, or resource management including fish or wildlife management, biological, physical, or computer sciences or GIS related field from an accredited four-year college or university. If degree is in progress the candidate must have enough hours to be classified as a junior or senior. As part of the application please provide a copy of your transcript (unofficial copy is acceptable).
- Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

## **Knowledge, Skills, and Abilities**

Applicants should have the following knowledge, skills, and abilities:

- Completion of a college-level course in GIS or have adequate experience using GIS;
- Experience with the ESRI ArcGIS suite of software products 10.x;
- Experience in ArcGIS editing environment;
- Basic experience with geoprocessing tools;
- Good communication and organizational skills;
- Knowledge of basic geographic principles;
- Hands on experience with text files, Excel, and databases;
- General understanding of cartographic principles; and,
- General knowledge of managing and processing data.

## **Compensation and Hours Worked**

This position pays \$10.00 per hour, and is for 40 hours per week. This position is funded until December 31, 2017.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **July 11, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Erin Gallagher, Procurement Director** [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.