

Position Description

Operations Department GIS Analyst



Hudson River Park Trust

Reports to: Director of Operations Hours/Week: 18 FLSA: Non-Exempt

Hudson River Park Trust (the “Trust”) seeks a part time GIS Analyst who will support the roll out of the new GIS system in coordination with the implementation of the Trusts’ new Operations Management System (Cartegraph). As a member of the Operations Department the GIS Analyst is responsible for working across teams and building the foundation of the Trusts’ new GIS platform.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Trust covers its \$20 million annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a “Friends” organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding. Total investment in all facilities within the Park currently stands at approximately \$540 million.

Responsibilities/Duties:

The GIS Analyst’s responsibilities include, but are not limited to, the following:

- Research, evaluate, explore, extract, scrub, convert, and work with spatial and non-spatial data for use in specific projects or general base mapping across many projects
- Capture GIS data in different formats using GPS, electronic data recorders, digitizers, and other means
- Prepare maps, diagrams and other data and analytical products 10%
- Conduct research and spatial analyses. Organize data visualizations, presentation materials, and reports in support of urban forestry operations and natural resources planning
- Provide technical and planning assistance to support the division’s role in efforts such as resiliency initiatives and emergency management, through data management and collection efforts
- Input, update and maintain GIS databases, including backups and also maintaining linkages to other databases including the Trust’s OMS software
- Perform other duties as required in the scope of the job and as designated by Operations Management
- Identifying, analyzing and solving system problems

Required Education and Experience:

- Bachelor Degree in GIS, Geography, Cartography, Planning, Engineering, Computer Science or a related field
- 1 - 3 years of GIS work experience
- Must have a solid understanding of the principles and practices of GIS and cartography
- Experience using ESRI ArcGIS software
- A passion for map design and cartographic techniques
- Familiarity with New York City and its spatial datasets, as well other federal and state data, and data repositories such as usgs.gov and gis.ny.gov
- Ability to read and interpret data from maps, engineering drawings, blueprints, gauges and graphs
- Computer literacy in MS Word, PowerPoint and Excel programs.
- Familiarity with CAD software – AutoDesk preferred
- Knowledge of CMMS/EAM Software for GIS Software interface preferred

Essential Traits:

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Collaboration/Congeniality
- Thorough/Detailed/Organized

Compensation/Benefits:

\$18.00 per hour, 15-18 hours per week. There are no benefits associated with this part time position. This position is expected to last until January 31, 2018.

Application Process:

Interested applicants are to submit a cover letter describing their interest in the position and a resume to Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: 2017 GIS in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:
www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer
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