

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**GIS/GPS Specialist  
Geographical Information Systems (GIS) Center  
Grant-Funded Full-Time Position  
(Renewal contingent upon grant funding)  
Position Number 330079**

**General Description**

The GIS/GPS Specialist works in the University GIS Center on contracts with local entities and faculty grants using GIS and GPS technology. Responsibilities include GIS mapping, data integration, data updates and maintenance. This position reports to the GIS Center Manager.

**Primary Duties and Responsibilities**

- Collect data points on road centerline and structure positions using a Global Positioning System (GPS) receiver connected to a notebook computer. Collection must strictly follow established techniques and standards, with all data entry done in a highly accurate manner. Speed of collection is an important element, but is
- Work with third party information sources to ensure smooth, accurate, and useful incorporation of data into the GIS.
- Assist the GIS staff in maintenance of GPS data.
- Work with faculty, staff and students on funded research projects.
- Attend GIS meetings when required.
- GIS Server administration and file/data management.
- Administer and install GIS-related hardware and software for campus and non-campus clients.
- Serve as administrator for all GIS electronic devices to include local and network resources and GPS units.
- Manage licensure and upgrades to GIS and non-GIS software.
- Assist the GIS Manager in operational and technical management of the Center.
- Evaluate technologies to ensure optimum hub performance and capabilities; provide recommendations for use of new GIS methodologies and equipment.
- Collaborate with city, county and state officials to identify and map critical data and build the core infrastructure to transfer, store and provide accessibility to data.
- Maintain inventory control for Center.
- Facilitate and/or schedule client meetings.
- Manage daily activities in the absence of the Manager.
- Coordinate purchase requisitions and credit card purchases.
- Develop and quote job proposals.
- Advise students and prospective students in possible GIS roles and employment opportunities.
- Research and pursue GIS digital technology grant opportunities.
- Assist in seeking alternative funding or projects for GIS Center operations.
- Develop procedures and methods for data creation.
- Coordinate campus GIS activities.
- Provide technical assistance to local and global GIS community through email or phone.
- Fulfill the creation/generation and delivery of data to local and remote clients.
- Establish best practices in the use of GIS data hub and applications by developing standards and procedures, developing and presenting training and support programs and promoting knowledge and data-sharing among agencies.
- Assist in the development of GIS coursework for extended education and client training.
- Coordinate with contractors in the design and implementation of the hub infrastructure.
- Create internet mapping services, basic HTML pages and special projects for GIS Center clients.

### **Primary Duties and Responsibilities continued**

- Coordinate internal resources in the development, maintenance, enhancement and support of the hub.
- Evaluate and prioritize needs of local government and other organizations that can be served by the hub; coordinate sharing of information and GIS activities.
- Perform other job related duties as assigned.

### **Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to mentor student technicians.
- Ability to present public presentations.
- Ability to read and interpret legal descriptions, maps, and other GIS-related material.
- Ability to effectively exercise analytical and problem-solving skills.
- Ability to meet project goals and objectives.
- Ability to effectively use GIS software and other related software.

### **Required Minimum Qualifications**

- Bachelor's degree in Geography or Information Systems.
- One year of experience in GIS or GPS data collection.
- A background check will be required of the successful applicant.

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