

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.

Geographic Information Systems (GIS) Analyst
GIS Center
Grant-Funded Full-Time Position
(Contract renewal contingent upon grant funding)
Position Number 330078

General Description

The Geographic Information Systems Analyst performs several primary GIS functions including: maintaining land use records, compiling databases, digitizing maps, compiling maps, graphs and assessing informational requirements of GIS Center clients and partners; developing GIS procedures and project coordination. Additionally, the GIS Analyst is responsible for investigating hardware and software requirements for the project. The GIS Analyst is under the supervision of the GIS Manager.

Primary Duties and Responsibilities

- Maintain county land use records via GIS software.
- Compile and design maps, charts, and graphs of relevant GIS project data.
- Formulate solutions for the delivery of GIS data products.
- Maintain and install GIS hardware and software needed by the project and GPS projects.
- GPS data collection.
- Coordinate and mentor student workers.
- Write, modify and document ArcGIS Server application programs.
- Maintain in-house and vendor-supplied software.
- Monitor performance of ArcGIS server applications in use, maintain in-house applications and make any necessary improvements.
- Write and modify ArcGIS server applications (programs), test ArcGIS server applications, test individual applications and prepare documents for user offices.
- Design ArcGIS server applications, forms, databases and any other activities essential to the development of that application.
- Develop documentation for office personnel, write instructions for ArcGIS server applications personnel and train each in how best to utilize the application.
- Investigate ArcGIS applications and provide consultation to user departments based on their needs and the resources available.
- 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.
- Knowledge of geographic and cartographic concepts.
- Ability to work independently and as part of a team.
- Ability to effectively supervise student employees.

Required Minimum Qualifications

- Bachelor's degree in Information Systems, Computer Science, Geography or related field.
- Two years experience working with ESRI GIS software.
- Experience with Windows operating systems.
- Proficiency in Word, Excel, Geodatabase and Access.
- A background check will be required of the selected applicant.

Additional Preferred Qualifications

- Familiarity working with LANs and intranet systems.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS

