

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 Functional Support Specialist
Geographical Information Systems (GIS) Center
Grant-Funded Full-Time Position
(Renewal contingent upon grant funding)
Position Number 330083**

General Description

The GIS Functional Support Specialist works in the University GIS Center on various GIS projects with Center clients and faculty grants using GIS and Database Technologies. Responsibilities include GIS visualization, analysis and data manipulation. The GIS Specialist also helps develop data distribution strategies. This position reports to the GIS Center Manager.

Primary Duties and Responsibilities

- Identify jobs/processes that could be automated and work collaboratively with Center employees and clients on their automation through appropriate software and workflows.
- Test system upgrades, document all aspects of upgrades and document changes to business processes and procedures.
- Monitor and maintain integrity and confidentiality of GIS Center and client data.
- Establish and maintain rules, data schemas relevant to the GIS Center, client and campus communities.
- Assist GIS Center clients with obtaining requested data and reports.
- Develop data products, workflow and Geodatabase schemas as necessary; review data developed by other users and offer technical guidance and support.
- Coordinate and assist in training program for the GIS Center staff and clients to include GIS access for performing queries, how best to utilize information from GIS analysis and interpreting reports.
- Administer public ad internal GIS web service applications.
- Manage and configure the Microsoft Internet Information Server (ISS) and Apache web servers for use with GIS web applications.
- Develop design and construction of spatial databases to support clients/ interactive mapping needs, spatial queries and facilitate reporting.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and various GIS software (primarily ESRI).
- Strong understanding of GIS concepts and spatial data.
- Ability to remain current in GIS Center, client and workflows as well as advances in GIS technology.
- Knowledge of common GIS standards and those maintained by typical GIS Center clients.
- Ability to employ exceptionally strong troubleshooting skills towards efficient and timely resolution of community GIS problems.
- Knowledge of SQL, HTML and various web development languages.
- Knowledge of relational databases.
- Ability to accurately write, modify, test and document spatial analysis/reporting tasks.
- Ability to manage projects skillfully.
- Ability to read and utilize technical manuals.
- Ability to communicate effectively and appropriately.

Essential Functions continued

- 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 understand and use web-based application software.
- Ability to collaborate effectively with technical and non-technical faculty, staff, students, clients and agencies to derive solutions to technology issues.
- Ability to initiate objectives with minimal supervision.
- Ability to establish priorities and meet objectives.
- Ability to exercise good judgment in evaluating situations and making decisions.

Required Minimum Qualifications

- Bachelor's degree in computer information systems, computer technology, GIS or related field or Bachelor's degree with five years of job-related experience and coursework in computer technology.
- Knowledge of Enterprise GIS systems.
- Advanced knowledge of the use of spreadsheets, database software, query (SQL) and spatial database tools.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Advanced knowledge of Enterprise GIS systems.
- Previous experience with ESRI web server software.
- One year of previous experience with ArcGIS Server.
- Knowledge of ArcSDE configuration and best practices PostgreSQL environment.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS