

MCHENRY COUNTY CONSERVATION DISTRICT
RESOLUTION #21-35

APPROVING THE RESTRUCTURING OF THE LAND PRESERVATION AND NATURAL RESOURCES DIVISION BY ELIMINATING THE POSITION OF SCIENTIFIC DATABASE COORDINATOR (ADMINISTRATIVE - GRADE 15) AND AMENDING THE JOB TITLE AND POSITION DESCRIPTION FOR THE PART-TIME GIS SPECIALIST (ADMINISTRATIVE - GRADE 16) TO FULL-TIME GIS ANALYST (GRADE 16 - ADMINISTRATIVE) EFFECTIVE MAY 30, 2021

WHEREAS, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

WHEREAS, the District is empowered to take actions as may be necessary for the proper conduct of its affairs (70 ILCS 410/12); and

WHEREAS, when a position is vacated due to a retirement or voluntary resignation, the District initiates a comprehensive review of essential functions and duties and makes a determination on whether the position is necessary, effective as is, or can be amended to more effectively meet the operations of the District; and

WHEREAS, with the retirement of the Scientific Database Coordinator, it was deemed in the best interest of the District to restructure the Land Preservation and Natural Resources Division and permanently eliminate the position of Scientific Database Coordinator (Grade 15 - Administrative) and reclassify the part-time GIS Specialist to a full-time GIS Analyst effective May 31, 2021.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District to eliminate the position of the Scientific Database Coordinator and to modify the job description for the GIS Specialist to GIS Analyst, which includes a recommended change from part-time to full-time effective May 31, 2021, and the President and Secretary of the Board of Trustees are hereby authorized to execute this resolution and any documents necessary to execute the intent of this resolution.

IN WITNESS WHEREOF, this Resolution #21-35 has been executed this 25TH day of May, 2021 by the President and attested by the Secretary of the Board of Trustees of the District.

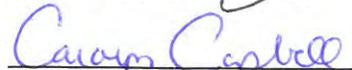
Ayes: 7

Nays: 0

Absent: 0

Abstain: 0


JOHN HENNING, PRESIDENT
BOARD OF TRUSTEES


CAROLYN CAMPBELL, SECRETARY
BOARD OF TRUSTEES

McHenry County Conservation District Job Description

Job Title: GIS Analyst
Division: Land Preservation and Natural Resources
Reports To: Director of Land Preservation and Natural Resources
FLSA Status: Non-Exempt/ Regular Full-Time
Location: Lost Valley Visitor Center
Salary Level: 16 (Administration)
Approved By: Executive Director
Approved Date: 2/1/2010
Modified: 5/25/2021

Summary

The Geographical Information System Analyst will manage the Land Preservation and Natural Resource Division Geographic Information System (GIS) and administer the organizations ArcGIS Online account and Ecological Databases. Job responsibilities generally involve data maintenance and yearly updates for the GIS. The analyst will devise new functionality to the system based on current issues, needs, and emerging geospatial technologies. The position plans and manages all development and annual data management tasks related to land and natural resources, land management, research, and biological inventories. The analyst will provide detailed spatial analysis, mapping projects, in addition to maintenance of other regional and global geospatial data needed for internal analysis. This position requires leadership skills and the ability to question and think critically about current processes to provide best practice solutions.

Work is reviewed for achievement of established goals and objectives; realization of desired results and for adherence to established policies and procedures through reports, conferences and an observation of results obtained.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Administration of the Division's Ecological and geospatial databases
Query and analyze entered biological data as required to assist in guiding management and restoration activities, hunting program and agricultural lease program.
2. Design, test, and Implement new methods for managing the division's geospatial and ecological data. Research emerging technologies and works with staff to identify alternatives or possible division efficiencies
3. Use of ArcGIS Platform for creation and sharing of information products, including maps for data collection, dashboards for reporting, and web applications for summarizing division programs.
4. Assist other staff with GIS training and provides guidance, training, and support to division staff and analyze, troubleshoot, and resolve application problems.
5. Oversee annual ESRI software maintenance contract, GIS hardware purchases and installations. Contributes to the annual budget for GIS.
6. Serves as a district representative for local and regional GIS meetings and maintains partnerships within the region related to data sharing, collaboration efforts, and special projects.
7. Conducts routine geospatial analysis and reports for Land Acquisitions, Mitigations, Restoration Planning, Environmental Impact assessments, and division summaries.
8. Develops and coordinates integration with GIS, GPS technology, and mobile applications to improve accuracy.
9. Maintains an awareness of worker safety guidelines and procedures and apply these in performing daily tasks and activities.

Marginal Duties include the following.

1. Assist the Natural Resource branch when needed, which includes prescribed burning and restoration activities.
2. When applicable, directs GIS work to short-term workers.

Supervisory Responsibilities

This job has no regular or ongoing supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A./ B.S.) from four-year college or university in geography or natural resource related field and a minimum of one year of direct experience with ESRI's ArcGIS or equivalent combination of education and experience.

Certificates, Licenses, Registrations

1. Possess a valid driver's license.
2. Possess or be willing to obtain prescription burn crew member training.
3. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

Other Qualifications

1. Working knowledge with GIS using ESRI ArcGIS software, version 10.8 or higher.
2. Working knowledge with consumer and professional grade GPS necessary.
3. Working knowledge in non-spatial relational database, special analysis, and remote sensing.
4. Knowledge of Midwestern ecological systems, including fauna and flora.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of the latest release of ESRI software including ArcInfo, the Spatial Analyst extension, Arc Pad Trimble Geo Explorer XT and Trimble Juno GPS receivers, and Microsoft Word, Excel, Access, PowerPoint, and Outlook software programs.

Other Skills, Abilities, and Requirements

1. Skill in scientific nomenclature as well as hardware and software knowledge in relation to the use of personal computers.
2. Ability to work independently with minimal supervision.
3. Ability to work under deadlines.
4. Ability to drive a motorized vehicle to perform various job-related functions.
5. Interpersonal skills needed to effectively communicate with personnel, Board, and public.
6. The ability to problem solve and demonstrate good judgment.
7. The ability to effectively communicate in oral and written form.

Physical Demands

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee generally performs duties indoors, but occasionally performs duties outdoors and is exposed to wet and/or humid conditions; fumes or airborne particles from prescribed burns; outside weather conditions. The noise level in the work environment is usually very quiet.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.