

**Vacancy Announcement**

**REVISED**

GIS Specialist III/Grade 13  
Office of the Adjutant General

Location: Bismarck, ND  
Salary Range: \$3,643 – \$5,465/month  
Closing Date: December 31, 2009  
Requisition Number: None  
Position Number: 24468  
Status: Full-time, Regular  
Type of Recruitment: Internal/External  
Announcement Number: S28-09

**Minimum Qualifications:**

Requires the completion of a master's degree with a major in geography or cartography with coursework or training in geographical information systems usage and one year of work experience in duties similar in complexity to those described for Geographical Information Specialist II. Or, a bachelor's degree with a major in geography or cartography with coursework or training in geographical information systems usage and three years work experience in duties similar in complexity to those described for previous levels of Geographical Information Systems Specialist. Or, a bachelor's degree in a natural or earth science or engineering field and six years work experience in duties similar in complexity to those described for previous levels of Geographical Information Systems Specialist. Must also be able to demonstrate knowledge and ability to administer a major agency function and to manage assigned professional staff. Successful completion of the interview process, reference checks and background investigation.

**Application Procedures:**

Applicants must submit a State of ND Application Form (SFN 10950), resume, and cover letter to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. Application materials may also be e-mailed to [cynthia.pazdernik@us.army.mil](mailto:cynthia.pazdernik@us.army.mil) or faxed to (701) 333-2067 ATTN: Cindy Pazdernik.

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at [www.nd.gov/hrms](http://www.nd.gov/hrms) **Application materials must be received at the Human Resource Office, Bldg 030, Fraire Barracks by 5:00 pm on the closing date indicated.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Veteran's Affairs Office indicating disability. Claims for preference as the eligible spouse of a disabled or deceased veteran must in Form DD214, a marriage certificate, and a letter less than one year old from the Veteran's Affairs Office indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation

or assistance in the application or interview process.

**Summary of Work:**

This position resides within the GIS section of the Environmental Office and supports the GIS Enterprise Program of the North Dakota National Guard by providing spatial and non-spatial data and web mapping applications to all NDNG personnel. GIS Program applications are designed to ensure effective mission support and provide spatial data rapidly to users. Intranet web mapping applications provide a mechanism for communication and military data information in the form of maps, tables, analytical results, charts, and graphs. The GIS Enterprise Program supports many customized product request as well. This position will also support the Directorate of Facilities Engineering with GIS related master planning efforts, PRIDE integration and enterprise system development. This position will also support the Department of Emergency Services working in synch with NDNG personnel and other Federal and State agencies. The incumbent will be responsible for performing the following duties:

1. Data management and database administration to include working with ESRI software, Microsoft software and other proprietary software to support the GIS needs of the North Dakota National Guard and the Department of Emergency Services.
2. Management and administrative actions to include the supervision of personnel and contractors, work on committees and project management.
3. Website maintenance to include the design, implementation, update and maintenance of GIS resources for the North Dakota National Guard and the Department of Emergency Services.
4. Technical support to include support for GIS users, training and troubleshooting of applications.
5. Support the Department of Emergency Services on geospatial needs and developments to include work on interfacing the systems of the North Dakota National Guard and the Department of Emergency Services during emergency situations.
6. Other duties as required or assigned.

**Equal Opportunity Employer**

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.