

State of Washington  
Dept. of Fish and Wildlife  
invites applications for the position of:

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Working for Washington State

## INFORMATION TECHNOLOGY SPECIALIST 5 \*09479W

**SALARY:** \$5,010.00 - \$6,575.00 Monthly

**OPENING DATE:** 09/11/13

**CLOSING DATE:** 10/11/13 11:59 PM

### DESCRIPTION:



**Our Mission**  
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

**Vision**  
Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at [www.wdfw.wa.gov](http://www.wdfw.wa.gov).

### Information Technology Specialist 5 (Permanent)

The WDFW is recruiting to fill one full time, permanent, Information Technology Specialist 5 position located in the Wildlife Program, Science Division. The duty station is the Natural Resources Building, Olympia, WA.

This is an exciting opportunity to work in the Wildlife Science Division, providing data management and analytic expertise to support and provide best available science, which is used to drive protection, preservation, restoration and management of wildlife resources within Washington State. This position is located in the Spatial Data Management (SDM) section which is responsible for providing spatial and tabular database design, analysis, application development and scripting, technical consultation and customer service/support to Wildlife Program staff and their cooperators.

This recruitment is to fill a full-time permanent position within the SDM section. The successful candidate will serve as expert-level information specialist, responsible for the development of a spatially-enabled, enterprise Land Information System (LIS). The LIS system organizes and integrates cross-program land record and real property information into a parcel-based, spatially-explicit enterprise system. The LIS is mission critical for supporting operational activities, recreation, management and planning of WDFW's land base and assets

(approximately 900,000 acres). The LIS directly supports the implementation of WDFW's land management policies, stewardship activities and planning efforts, such as: land acquisition, biodiversity conversation, ecological integrity monitoring, regulatory compliance, habitat restoration, public recreation and constituent mapping. If selected as the top candidate for this position, you will play an integral role in design, implementation, and maintenance activities on WDFW's Land Information System (LIS), using new and emerging geospatial technologies.

#### **DUTIES:**

##### **This position will be responsible for:**

- Analyzing and documenting Land Information System (LIS) requirements, based on the evaluation of complex agency/state land records business needs (inventory, research, planning, reporting and mapping services); as well as, consulting with interdisciplinary business experts on data content standards, business rules, and critical data needs and dependencies.
- Providing technical leadership for LIS system development and production activities (within a versioned, multi-user enterprise environment), including: system design, testing and implementation; work flow implementation and monitoring; and project tracking and reporting.
- Designing, developing and implementing other software applications, scripts, and utilities to: streamline LIS work flow, ensure data standardization and quality assurance, maintain referential integrity, translate and/or migrate data to/from CAD, support documentation, facilitate effective data organization, and support reporting for the LIS production environment.
- Providing training, mentoring and technical leadership of the LIS production work. The production work involves land record compilation and conversion work, including: legal instrument screening; interpretation of legal descriptions; research, organization and management of legal documents; data compilation using advanced parcel editing tools; data standardization and organization; QA/QC of attributes and referential integrity; data reconciliation and posting; issue tracking/resolution and metadata development.
- Providing leadership and strategic oversight on troubleshooting and solving technical issues within LIS production. Monitoring and reporting on LIS system development and data production status; providing coordination/notification of LIS activities/progress.
- Remaining current on federal and state LIS database standards, practices and trends. Making recommendations on issues related to LIS system infrastructure and architecture.

#### **QUALIFICATIONS:**

- A Bachelor's degree including 9 semester or 15 quarter hours of computer science courses and four years of experience analyzing, designing, or programming computer systems applications or databases.

OR

- An Associate's degree or completion of an accredited vocational training program in information technology, or related program, and five years of experience analyzing, designing, or programming computer systems applications or databases.

OR

- One year as an Information Technology Applications Specialist 4 or equivalent. Experience analyzing, designing, or programming computer systems applications or databases will substitute for education on the basis of one year of experience for two years of education. A Master's degree will substitute for one year of experience except for the specified Information Technology Applications Specialist 4 requirement.

AND

- Washington Driver's License or ability to obtain one.

#### **Desired qualifications:**

- Demonstrated experience in relational database design and structured query language (SQL), including the use of Microsoft Access and SQL Server (*minimum 5 years of experience*)
- Expert knowledge of ArcGIS Desktop and personal, file-based, and enterprise geodatabases (*minimum 5 years of experience*).
- Experience in independently designing, implementing and administering multi-user, versioned enterprise geodatabases in ArcGIS/SDE environment (minimum 2 years)
- GIS application development and customization experience using Visual Basic for Applications (VBA),

Visual Basic .NET, C#, and/or ArcObjects (*minimum 2 years of experience*)

- Master's Degree in Land Management, Computer Science or Wildlife Biology with emphasis on land inventory and management applications in GIS.
- Professional experience in utilizing, integrating and managing land inventory records, real property information and land survey data in ArcGIS enterprise architecture. Independent proficiency in use of advanced parcel-editing editing and management tools in ArcGIS (personal and enterprise geodatabase).
- Experience with ArcGIS Server, map and feature services, web-based data entry and editing and JavaScript.
- Ability to independently design, develop, implement and maintain software tools and utilities for automating, standardizing, documenting, validating and administering complex data conversion, integration and maintenance procedures.
- Knowledge of information/data systems analysis: scoping business requirements and system and infrastructure requirements; developing specifications documents; identifying key limitations, risks, dependencies and opportunities; designing implementation and testing plan; formulating conversion phases and strategies; making recommendations on system implementation plan.
- Excellent communication skills (written and verbal); Demonstrated experience and ability to effectively translate and present technical content in "plain language". Models constructive working relationships characterized by a high level of cooperation, communication and mutual regard. Emulates strong work ethics, professionalism and work habits.
- Works effectively as a leader of or member of interdisciplinary teams, thinks creatively and with innovation, and exercises good judgment.
- Strong project management focus: Understands the business priorities and policies that drive project requirements and timelines. Demonstrates results-oriented project management values and best-business practices. Effectively monitors and reports project plan activities to ensure that the project plan tasks, products and services stay within scope, on-track and on-schedule. Consistently meets or exceeds project work plan objectives and schedules.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

**\*College course work involving major study in biology, zoology, fisheries, chemistry, natural sciences, or closely allied field will substitute, year for year, for experience, provided course work includes at least six semester or nine quarter hours of natural science classes.**

A valid Washington or other State Driver's License

#### **SUPPLEMENTAL INFORMATION: WORKING CONDITIONS**

Work is primarily indoors, in an office environment with low noise levels and occasional field or off-site visits. The typical work schedule is 8am to 5pm, Monday through Friday, with occasional evening and weekend work and/or travel. Less than 5% of your time is expected to be spent in travel status.

#### **UNION**

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife, and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

#### **How to Apply:**

To apply for this position you MUST complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov) and attach the following to your profile before completing the online application:

A cover letter describing how you meet the qualifications of this position (a generic cover letter will not be accepted)

A current resume (please make it succinct and in chronological order)

Three professional references (personal references do not count as professional)

**Please note:** Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at [www.careers.wa.gov](http://www.careers.wa.gov). Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

## INFORMATION TECHNOLOGY SPECIALIST 5 \*09479W Supplemental Questionnaire

- \* 1. Please describe your level of education:
  - High School Diploma or GED
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Ph.D
  - None of the above
- \* 2. Please list your education major area of study. If you have multiple degrees, please list each degree and major.
- \* 3. Select the answer below that best describes your technical knowledge and skill designing, developing and maintaining large-scale, multi-user Relational Data Management System (e.g., Microsoft SQL Server, Oracle,) using Environmental Systems Research Institute (ESRI) Geographic Information Systems (GIS) software?
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 4. Select the answer below that best describes your technical knowledge and skill in using Environmental Systems Research Institute (ESRI) Geographic Information Systems (GIS) software to conduct complex and scientifically sound geospatial analysis.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 5. Select the answer below that best describes your technical knowledge and skill in implementing web technologies (map services and features services, using ArcGIS Server, JavaScript) for capturing and publishing spatial data.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 6. Provide detailed description of your experience and role(s) in implementing web-based

ESRI feature services and/or map services. Please describe your specific role and quantify your experience in designing, implementing and managing web-based map services and/or feature services. Also, characterize the system architecture and technologies used; the utility of the service(s) provided, and the consumers/users of the service(s). What is the current state or status of these services?

- \* 7. Select the answer below that best describes your technical knowledge and skill in ArcGIS scripting, using Python/ArcPy and ModelBuilder.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 8. Select the answer below that best describes your technical knowledge and skill in application development, using Visual basic for Applications (VBA), Visual Basic .NET, C#, and/or ArcObjects.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 9. Select the answer below that best describes your technical knowledge and skill in designing land record management systems within an enterprise GIS architecture.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 10. Please provide a detailed description of your experience in designing a land record management system in ArcGIS. Please outline: the purpose and scope of the project or job; high-level system requirements; design and planning methods and tools used; a description of the organization, data stewards and end-users of the system; your specific (independent) role in the system design; the system architecture used; the current status of the system and top three "lessons-learned" in the design process.
- \* 11. Select the answer below that best describes your technical knowledge and skill in researching land survey records (eg., BLM GLO), interpreting complex legal descriptions and utilizing advanced parcel-editing tools (PLSS sub-division, COGO, etc.) to compile real property boundaries within an enterprise GIS relational database architecture.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
- \* 12. Please describe and quantify your experience using parcel-editing tools in the ArcGIS environment. Provide detail on the specific work-flows and data elements that you were/are independently responsible for managing.
- \* 13. Please describe your skill and experience in developing, implementing and maintaining tools (scripts, applications, toolboxes) to automate and streamline work-flows for data integration and information management across organizational units. Using a detailed example from previous projects or positions, please describe your specific role and the technologies implemented to support work-flows and data life cycle management. What is the current status of that architecture?

- \* 14. Please describe and quantify your experience in designing a large-scale or enterprise data system using a detailed example from a previous project or position. What steps did you take to ensure user's needs were met? What technologies were implemented for the data structure, user interface, and reporting? How many users was the system designed to support? What is the current status of the system?
  
- \* 15. Please discuss in detail, your experience in independently providing GIS technical support, mentoring and consultation to a wide variety of GIS data users and service consumers who possess varying degrees of skill. What steps did you take to ensure user's needs were met?
  
- \* 16. Do you have a valid Washington State, or other state, driver's license? (If selected for an Interview, you may be asked to furnish your license and driving record.)  
 Yes     No
  
- \* 17. Have you been convicted of a misdemeanor or felony within the past ten (10) years? (Conviction of a misdemeanor or felony does not necessarily bar you from employment.)  
 Yes     No
  
- \* 18. Please verify that you have included the following information in your online application:  
1) A chronological resume OR a completed online profile that includes education and employment history  
2) A detailed cover letter describing how you meet the qualifications for this position.  
3) Detailed responses to all supplemental questions.  
4) Three professional references.  
 Yes     No
  
- \* Required Question