JOB ANNOUNCEMENT

GIS Coordinator

NUMBER OF POSITIONS: One (1)

SUMMARY

The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately $800 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The City of Los Angeles depends on census data and Federal funds to deliver quality services to its residents.

The Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Angelenos to get counted in 2020.

ABOUT THE ROLE

The Census 2020 Initiative is seeking to fill one (1) GIS Coordinator position that will be responsible for:

- Creating GIS maps for planning and outreach using ArcGIS and ESRI software tools
- Conducting data entry and high level data analysis utilizing the State of California's Statewide Outreach and Rapid Deployment (SwORD) system
- Reporting on the Initiative's progress through the use of GIS data and technology
- Problem-solving and identifying strategies and recommendations for the prioritization of projects, issues and activities that benefit the Initiative

THE IDEAL CANDIDATE

The ideal candidate will have experience working with mapping software including ArcGIS and ESRI and data software including, but not limited to Excel, and CSV files. In addition, the ideal candidate will have the following professional and personal skills, characteristics and attributes:

Professional Characteristics:
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel and Powerpoint and Google Docs, Sheets, and Slides
- Proven track record of delivering results in a high pressure environment with multiple work streams

Personal Skills/Attributes:
- Excellent communicator with great interpersonal skills

- Highly organized and detail oriented
- Ability to work under pressure in a high stress fast-paced environment
- Demonstrates initiative

REQUIREMENTS
- Bachelor of Arts (BA) degree in computer engineering, computer information systems, computer science, information technology, or related field.
- Two-years of professional work experience as a data analyst with a specialization in mapping.

START DATE
The positions will remain open until filled.

SALARY
Salary will commensurate with demonstrated skills and work experience, along with additional benefits.

HOW TO APPLY
Qualified candidates should email a cover letter and resume to:

Maria de la Luz Garcia
Director, Census 2020 Initiative
Mayor's Office of Budget and Innovation
Maria.Garcia@lacity.org

DISCLOSURE
This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.