



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Temporary Job Announcement

**POSITION:** Resource Stewardship Biological/GIS Technician

**START & END DATE:** START: October 1, 2018

END: March 30, 2019 - with possible extension funding permitting

**PAY RATE:** \$14-\$17/hour commensurate with experience

**LOCATION:** 6060 Broadway, Denver, CO 80216

**DEADLINE FOR APPLICATIONS:** September 21, 2018 - will be reviewed as received

### **JOB DESCRIPTION:**

Colorado Parks and Wildlife's Resource Stewardship Program has a temporary position available for 40 hours per week based in north Denver. Currently, temporary employees of the state of Colorado are not eligible for health benefits. Employees are eligible to contribute to a 401k program and the state PERA retirement fund. This position provides a great entrance into the working worlds of Conservation Biology, Public Land Management, Citizen Science and GIS in the beautiful state of Colorado.

**DUTIES:** Responsibilities will primarily include GIS technician work, citizen science program management, and biological research. Work will include field work using ArcCollector tablet computer mapping, as well as assistance with the preparation of resource management plans, GIS map production, data management, biological research, threatened & endangered species analysis, production of biological training & education materials, program planning, site visits, volunteer management, and administrative duties.

### **MINIMUM REQUIREMENTS:**

Technician should have a background in ecology, wildlife, botany, natural resources, GIS or other natural resource sciences; as well as be proficient with Microsoft Office applications. Proficiency with ArcGIS 10 or later is preferred. Experience with ArcCollector for ArcGIS is helpful. Good organizational skills, good written and oral communication skills, and the ability to work with autonomy are required.

An ideal candidate will have:

1. At least 1 year of experience using ArcGIS 10 (or later) software.
2. Experience working with and managing volunteers.



3. Basic understanding of natural resource and public land management principles and an understanding of how natural sciences relate to land management.
4. Knowledge of the wildlife and vegetation of Colorado.
5. Experience with ArcGIS tools and maintaining/populating databases.
6. Ability to create GIS maps to illustrate on-the-ground natural resource conditions.
7. Experience and familiarity with the use of Collector for ArcGIS.
8. Strong work ethic, be organized and have the ability to work in a fast paced setting both independently and on teams.
9. Ability to communicate information clearly and concisely, develop reports and present information both orally and in writing.
10. Must have (or obtain) a Colorado Driver's license.

This position provides a good opportunity to gain experience in GIS, threatened and endangered species management, resource management planning, and conservation in a practical real world setting. For more info on CO Parks and Wildlife - please see - [www.cpw.state.co.us](http://www.cpw.state.co.us).

#### HOW TO APPLY:

Please submit a 1. Cover letter, 2. Resume, 3. Professional References (3 minimum), 4. Previous Employer Contact Information, and 5. a *brief* writing sample (if possible, please include GIS maps) to Jeff Thompson at [jeff.thompson@state.co.us](mailto:jeff.thompson@state.co.us) by **September 21, 2018**, but applications will be reviewed as they arrive. Please email materials as PDF documents in order to be considered. Due to a short timeline for filling this position, local applicants are preferred.