



Eli D. Cabrera
Administrator

Commonwealth of the Northern Mariana Islands
OFFICE OF THE GOVERNOR
Bureau of Environmental and Coastal Quality

Division of Coastal Resources Management
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Janice E. Castro
Director, DCRM

JOB ANNOUNCEMENT

POSITION

Geographic Information Systems (GIS) Specialist, Full Time

LOCATION

Commonwealth of the Northern Mariana Islands – Office of the Governor
Bureau of Environmental and Coastal Quality
Division of Coastal Resources Management
Saipan, MP 96950 US

CLOSING DATE

Open until filled. Applications received before February 12, 2021 will be considered for first round interviews.

SALARY

\$36,000-\$40,000 annually, plus fringe benefits. Salary will be commensurate with qualifications of the appointee.

POSITION OVERVIEW

[The CNMI Division of Coastal Resources Management \(DCRM\)](#) is seeking to hire a full-time (40hrs/week) GIS Specialist. Under the supervision of the DCRM Director, the employee will lead DCRM's GIS program, providing data management, coordination, and analytical support, as well as web application development and data access via DCRM's web-based portal. The GIS Specialist will work across all sections of DCRM, providing mapping and spatial analysis for the Planning Section, data maintenance and decision support tool enhancement for the Permitting Staff, and integration of regulatory actions and violations in a web mapping interface for Enforcement operations. United States citizenship or lawful permanent resident status is required.

DUTIES AND RESPONSIBILITIES

- Assist with the design and production of print and web-based maps.
- Ensure QA/QC for all spatial data and metadata authored by DCRM.
- Develop protocols and workflows to distribute authoritative DCRM data to CNMI partnering agencies and federal grantor agencies, including enhancement of online accessibility to data.
- Manage DCRM's ESRI account, including license renewals and stewardship of the Division's ArcGIS Online platform.
- Work closely with NOAA Office for Coastal Management in building GIS Capacity in CNMI through trainings and extension of NOAA data and tools.
- Design and manage GIS-focused projects, and provide technical descriptions including budgets for grant applications and grant reporting.

- Promote GIS awareness and participate in GIS outreach activities through DCRM and partnering agencies' educational initiatives.
- Coordinate with regional ESRI contacts and ESRI training staff to enhance GIS capacity of DCRM and partnering agency staff.
- Provide data development and analytical support to DCRM's technical projects, including wetland delineation, climate adaptation, hazards assessments, and marine spatial planning.
- Support modernization of DCRM's permitting and enforcement programs through development of online permitting database and mapping applications.
- Conducts other related duties as assigned by the DCRM Director.

MINIMUM QUALIFICATIONS

- Bachelors of Science in Geography, Planning, Computer Science, Natural Resources Management or related field, plus 3-5 years of experience. Masters degree or professional GIS certification may substitute for up to 2 years of this experience.
- Must be proficient with ArcGIS 10.x desktop and/or ArcGIS Pro, ESRI account and licensing administration, and be familiar with web map & app development and data publication through ArcGIS Online.

REQUIRED EXPERIENCE/SKILLS

- Must have 3 to 5 years of applied experience with GIS technology and management. A Masters of Science degree in an appropriate discipline or a Masters-level GIS certification may substitute for up to 2 years of the required experience.
- Familiarity with Garmin and Trimble GPS field equipment and post-processing software.
- Proven experience generating outputs as described in Description of Responsibilities (above) through publications, technical reports, story maps, or web-based data services.
- Experience with ArcGIS Online, or similar platform for public data access and web map publishing.
- Must be physically fit for field work, willing to travel to other islands within the CNMI, and tolerant of tropical conditions.
- Must possess a valid driver's license.
- Experience in interagency coordination, project management and grants management desired.
- Excellent written and verbal communication skills.
- Willingness to travel as required.
- Must be a citizen of the United States or green card holder.

TO APPLY

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of diploma, degree, OR unofficial transcripts to Janice Castro, DCRM Director (jcastro@dcrm.gov.mp), cc Rodney Camacho (rcamacho@dcrm.gov.mp). Alternatively, hard copies of all documents can be sent to Janice Castro, Director, Division of Coastal Resources Management, P.O. Box 501304, Saipan, MP 96950 or delivered to the Gualo Rai Center, 3rd Floor, Suite 304.