

Geoscience Manager – Digital Mapping and GIS Laboratory

Idaho Geological Survey

Assigned duties

Manage the Digital Mapping and GIS Laboratory (DML) by:

- Providing management of the DML and direct supervision of DML staff (GIS Analysts, Digital Cartographers, and others working on IGS projects).
- Assigning technical tasks to DML and other staff and setting project priorities.
- Supervising the development of lab procedures, computer scripts, and software code as needed to maintain compliance with agencies and industry protocols and providing training to IGS staff as needed.
- Supervising all map production tasks and serving as principal map editor to ensure high quality and compliance to standards of map and database products.
- Overseeing publication and web delivery of map products and other IGS publications.
- Maintaining and updating GIS software, identifying and obtaining equipment and software necessary to maintain lab functions, and providing recommendations to the Director for long-term planning and best management practices to ensure smooth operation of the DML.
- Supervising and conducting fundamental to highly technical GIS and geospatial tasks, GIS digitization, and production and editing of vector graphics.
- Overseeing archival of IGS projects at the end of performance period, in collaboration with authors and database manager.
- Implementing strategies and best practices for centralizing data repository and data sharing.

Estimated effort: 55%

Support research and program development by:

- Assisting staff in grants preparation and submission; providing input and guidance on all aspects of the grant process, with emphasis on STATEMAP announcements.
- Submitting grant deliverables.
- Building partnerships and collaborations with academia and industry.

Estimated effort: 15%

Manage Information Technology (IT) for the survey by:

- Coordinating and communicating with Information Technology contractors to maintain the IGS website, file servers, and the IGS domain.
- Advising, planning, and purchasing computers, servers, peripherals, and software as needed.
- Coordinating with the Director to develop and implement computer maintenance and replacement strategies.
- Advising staff on computer and software maintenance and solutions to problems and performing minor maintenance.
- Maintaining the Active Directory for Windows Server and the IGS Windows network domain (e.g., creating users, and managing and enforcing permissions).
- Designing and enforcing security protocols in compliance with University of Idaho Information Technology policies and procedures as they apply to IGS.

- Coordinating and managing services and IGS staff needs in remote work environments as needed.
- Installing hardware and software and assisting IGS staff with simple technical issues.

Estimated effort: 15%

Assist with Survey publications and publication sales by:

- Coordinating and assisting IGS staff through the publication process.
- Overseeing the editing and revising of publication documents, layout, and supporting figures.
- Assigning publication identifier numbers.
- Coordinating with administrative staff to ensure delivery of Survey publications to the Idaho State Commission for Libraries and other agencies per requirements.

Estimated effort: 10%

Co-manage the IGS website by:

- Coordinating with Administrative staff and Database manager on website management, maintenance, and content updates.
- Coordinating with IGS staff on research projects that have website requirements and assisting with web content design and construction.
- Ensuring the collection and interpretation of website statistics.

Estimated effort: 5%

For more information, please contact Claudio Berti at cberti@uidaho.edu.

For details and to apply, please visit <https://uidaho.peopleadmin.com/postings/41963>.