



Contact:

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Assistant GIS Mapping Specialist

Job Category: Temporary/Part-Time Assistant
Experience Required: Bachelor’s degree, proficiency with ESRI GIS platform
Compensation: \$20.19 per hour
Hours per Week: 10-15
Date Created: January 18, 2019

About Blackhawk Hills Regional Council (BHRC)

Based in Rock Falls, BHRC - a 501c3 NFP and RPO - provides community and economic development, natural resources conservation, and planning services in Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties in Northwest Illinois. It is overseen by an eighteen-member council that consists of three representatives (one county board member, one soil and water member, and one at-large member) from each of the six counties.

About The Position

The Assistant GIS Mapping Specialist will support the implementation of a \$40,000 rural planning grant awarded to BHRC by the Illinois Department of Transportation. The grant’s scope includes continuing and expanding BHRC’s Land-Based Non-Motorized Trails Study (report available at <http://www.blackhawkhills.com/development>).

Essential Functions

The Assistant GIS Mapping Specialist will

- Review existing GIS layers for accuracy and correct them using standard methods in GIS and transportation planning.
- Ride or walk existing trails with a GPS device to update trail layers, including amenity layers
- Observe and record trail conditions (based on developed methods) along each segment, also noting challenges and opportunities
- Prepare wayfinding maps for paper and online publishing (online platform TBD); paper maps should be designed in such a way that facilitates their manipulation in the Adobe Creative Suite
- Develop a trail classification system and assignable characteristics using guidance by USDOT, IDOT, NACTO, etc.
- Develop metadata for all content produced; maintain consistent survey methods, as well as data integrity; offer systematic sorting and interpretation of data
- Map potential trail corridors, connections, destinations, and tours; also map existing connections, destinations, trailheads/gateways, and tours
- Work under the direction of the Executive Director and GIS Mapping Specialist; provide concise update reports to the Executive Director



Knowledge, Skills, & Abilities

- Proficiency with the ESRI GIS platform and Microsoft Excel
- Capacity to learn how to use a Bad Elf GNSS Surveyor and ESRI Collector
- Familiarity with Northwest Illinois – Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties
- Interest in planning, transportation, trails, community/economic development, recreation, and tourism
- Proficiency in bicycle riding
- Maintains an unencumbered driver's license
- Ready access to a reliable bicycle and car, such as the means to transport trail riding gear with such car (including bicycle)
- Ability to lift and carry up to 50 pounds and endure physical exertion in spring, summer, and fall weather conditions
- Demonstrates independence, street smarts, critical-thinking, empathy, decisive decision-making, and collaborative inclinations
- Comfortable working alone, at home or on/traveling to the trail
- Ability to establish warm rapport with public, private, and not-for-profit representatives and organizations

Other

Work – which may be completed remotely – may be undertaken during weeknights and weekends. The Assistant GIS Mapping Specialist must coordinate with BHRC staff to exchange data, reports, and receive initial training and introductions; he or she must have access to a broadband Internet connection at home and a smart cell phone (Verizon or US Cellular service) in general.

Education & Experience

Bachelor's degree plus at least three years of experience using the ESRI GIS platform.

Timeframe & Schedule

Starting as early as February 18, 2019. Employment will conclude after 500 hours or when work is exhausted (but no later than October 31, 2019).