

**MEMPHIS/SHELBY COUNTY AIRPORT AUTHORITY  
NOTICE OF JOB OPENING**

**Job Posted: Wednesday, May 24, 2017  
Deadline for Application: Wednesday, June 7, 2017**

Applications will be accepted from 9:00AM to 3:00PM Monday thru Thursday in the Human Resources Office, located in Terminal-A, Mezzanine Level, 2491 Winchester Road or can be mailed to Attention to Human Resources, 2491 Winchester Road, Suite 113, Memphis, TN 38116 or send resumes/applications to [Apply@flymemphis.com](mailto:Apply@flymemphis.com).

**ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY**

**POSITION:** GEOGRAPHICAL INFORMATION SYSTEMS PROGRAM ADMINISTRATOR  
**STARTING SALARY: (90%)** \$31.21/HOURLY  
**JOB NUMBER:** 0517-DVGISPA-10  
**DEPARTMENT:** DEVELOPMENT  
**NUMBER OF POSITIONS:** ONE (1)

**JOB PURPOSE:** Responsible for effectively managing the Memphis International Airport (MEM) enterprise Geographical Information System (GIS) program including operating, programming, maintaining, and updating GIS applications, databases and equipment/hardware.

**ESSENTIAL JOB FUNCTIONS:**

1. Designs and prepares graphic representations of GIS data, using GIS hardware and software applications (similar to ESRI ArcGIS, ArcSDE, Image Server, Cityworks, Microsoft SQL, and Adobe Flex), which includes maintaining distributed Geospatial datasets, web mapping applications, and distributed desktop mapping applications.
2. Converts existing MEM data from Computer-Aided Design (CAD) format into GIS format; maintains GIS database, develops, coordinates, and enforces MEM GIS database standards for content, design, and maintenance procedures for all Airport departments.
3. Researches, compiles, and integrates data from a variety of sources to maintain GIS database. Analyzes GIS data to identify spatial relationships and recommends efficient display and application of data.
4. Coordinates electronic data exchange and MEM GIS data standards with external organizations such as Federal Bureau of Investigations, United States Secret Service, Transportation Security Administration, National and International Airlines, public utilities, and other public sector related organizations.
5. Coordinates and monitors contracts for GIS hardware, software, data development, and GIS service providers. Evaluates current software applications and recommends changes in line with industry standards.
6. Serves as a representative of MSCAA at meetings and presentations relative to assigned projects.

## **OTHER JOB FUNCTIONS:**

1. Assist other Development staff as needed.
2. Performs special projects as assigned.
3. Other duties as assigned.

## **REQUIREMENTS:**

**KNOWLEDGE** – Bachelor’s degree/equivalent in Geographical Information Systems, Geography, Cartography, or related quantitative discipline. Five (5) years’ experience with GIS projects including systems using GIS platforms such as ESRI’s ArcGIS Desktop or Server software suites. Strong human relations, analytical, problem solving, project management, and communication skills.

**MENTAL** - requires a relatively high degree of concentration and attention to design, deploy, and maintain GIS databases.

**PHYSICAL** - requires standing approximately 20%, sitting approximately 80%, occasional lifting of files and drawings weighing up to 20 lbs. approximately 1% of time; and bending, stooping, crouching and reaching to access file cabinets and other storage locations approximately 5% of time.

**ENVIRONMENTAL** - requires capability of performing essential job functions in an office environment with climate control and good lighting. Occasional requires work out of the office and within construction sites.

**MANUAL DEXTERITY** - requires using hands, arms and/or feet for operating office equipment such as computers, telephones, photo copiers, and for lifting files and drawings.

**AUDIBLE** - requires ability to verbally communicate with required Airport associates in person and via telephone, and the ability to follow verbal instructions.

**VISUAL** - requires the ability to read written instructions, drawings, blueprints and other GIS related documentation, and operate office equipment and computers.

**SECURITY/SAFETY** – Must successfully complete a fingerprint-based criminal history check and other security checks meeting TSA requirements to obtain a proper Airport Badge. Must follow all airport safety procedures and maintain focus on safety in the workplace. A strict adherence to all safety regulations is required.

**WE ARE COMMITTED TO A DRUG FREE WORKPLACE, ALL JOB APPLICANTS AND EMPLOYEES ARE SUBJECT TO DRUG TESTING AND FINGERPRINT-BASED CRIMINAL HISTORY CHECK.**

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**EOE, M/F, D/V**