



Contract Position GOMA GIS Data Analyst

The Gulf of Mexico Alliance (GOMA), as a non-profit organization, is a partnership of the five Gulf States and supported by a broader network of federal agencies, academic organizations, businesses, and other non-profits in the region. The mission of the Gulf of Mexico Alliance is to significantly increase regional collaboration to enhance the environmental and economic health of the Gulf of Mexico.

(<http://www.gulfofmexicoalliance.org/>)

General Job Description:

The GOMA GIS Data Analyst effectively plans, organizes, and participates in the development and implementation of GOMA's Gulf of Mexico Open Data (GOMOD) platform and other regional data sharing tools. The [GOMOD platform](#) is a data catalog developed by GOMA that can point users to available Gulf of Mexico datasets. The analyst is expected to provide expertise, support, assistance, and guidance to organizational staff, other agencies, individuals, and external contractors. Examples include but are not limited to National Oceanic and Atmospheric Administration, U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, Gulf of Mexico Coastal Ocean Observing System, and state natural resource and regulatory agencies. The analyst must have a working knowledge of Esri's software and capabilities, REST services, ArcGIS Online administration, and ArcGIS Hub. The analyst handles a majority of GOMA's data sharing, report generation, and direct collaboration with data providers and GOMA partners.

The GIS Data Analyst reports to GOMA's Program Director. This is a contract position. There are no benefits associated with this position.

Duties and Responsibilities:

- Work with partners to identify and connect spatial data to GoMOD
- Identifying /inventorying publicly available habitat (and other resource management datasets) extent.
- Work with GIS administrators to update metadata fields as needed.
- Work with GIS administrators to format datasets to ensure data is compatible with GOMOD.
- Work with GIS administrators to host layers on Arc GIS Online.
- Assist contractor(s) with content creation, web map and app production, and data maintenance for GoMOD
- Communicate with internal and external technical resources to resolve end-user issues and provide guidance to users on methods for correcting reported problems
- Create Esri Web Apps and Web Maps through ArcGIS Online and Portal for internal and external clients
- Create and maintain documentation of procedures and geographic data (metadata)
- Analyze, troubleshoot, and resolve GIS application problems
- Participate in professional group meetings and conferences to stay current on latest trends and new developments in the fields of GIS, data management, and natural resource monitoring



- Complete assignments in the specific time periods requested while ensuring accuracy, completeness, quality, and thoroughness of results
- Work independently with partners across the Gulf of Mexico in-person and virtually to assist in guiding GIS program implementation and project deliverables
- Prepares graphics or other visual representations of information
- Updates GoMOD Theme maps as new data is identified
- Other duties as required

Knowledge, Skills and Abilities Required:

- Bachelor's degree, preferably in GIS Analysis, Environmental Science, Geography, or related field with demonstrated capabilities in GIS (can substitute up to 2 years additional work experience for degree)
- 2+ years of experience with Esri ArcGIS software, ArcPro, ArcGIS Hub and/or ArcGIS Online
- Strong understanding of geodatabases and geodatabase applications
- Availability to travel for conferences and in-person meetings with partners
- Outstanding project management skills including ability to prioritize work assignments, accommodate project deadlines, and work in a multi-task / project environment
- Computer proficiency in MS Office applications (Word, Excel, PowerPoint, Teams, etc.)
- Outstanding oral and written communication skills, including ability to interact effectively with all levels of state, federal and local governments, NGO's and contractors
- Excellent organizational skills and strong attention to detail

Knowledge, Skills, and Abilities Preferred:

- Experience with any combination of the following: StoryMaps, ArcGIS Dashboard, Experience Builder, Collector, Survey123
- Experience using Python, Jupyter notebooks, or another common GIS scripting language, as job duties may include creating scripts to streamline frequently performed tasks
- Preferred experience working in the Gulf of Mexico region

Qualifications and Requirements:

Applicants must meet all the qualification and eligibility criteria described below by the closing date of this announcement.

Applicant or entity must:

1. have a valid Unique Entity Identifier (UEI) number in SAM.GOV
2. have an active registration in the System for Award Management (SAM.GOV) at the closing date of this announcement and for the duration of the project
3. not be debarred or suspended, excluded or declared ineligible in SAM.GOV
4. have the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project
5. adhere to principles that avoid the actual or appearance of personal or organizational conflict of interest



or personal gain

6. agree to follow all applicable local, state, tribal and federal laws and policies
7. provide own internet access and computer with enough processing power to support GIS-related work.
8. provide their own dedicated work space.

Evaluation Criteria

Applicants will be evaluated for this position based on how well they meet the qualifications above. Selected applicants who meet the qualifications as describe above will be contacted for further evaluation through one-on-one interviews Applicants who meet the minimum qualifications as described above will be evaluated based on the following criteria (30 maximum points):

1. Resume Merit (5 points) – resume demonstrates required KSA’s above
2. Experience (10 points) – Applicant has the experience in performing similar duties and responsibilities
3. Qualifications (10 points) – Applicant is well qualified to perform the proposed duties and demonstrates required skills during interview process to be successful in the position
4. Interview (5 points) – Responses to interview questions show working knowledge and support skill level reflected in resume

Applicants found to be among the top qualified candidates will be referred to GOMA’s Program Director for further consideration and possible interview. Note: GOMA reserves the right to re-advertise this opportunity if adequate applicants are not received.

Required Documents

All required documents listed below, that are applicable to you, must be submitted per instructions below by the submission deadline.

1. Resume – resume must show relevant work experience, education, and training. Include start and end dates (from month/year to month/year). Your resume serves as the basis for qualification determinations and must support your answers during the interview process. Include your UEI number on your resume.
2. Cover Letter (Optional)

Contract basis:

Time and Material, ranging from \$31.25 - \$36.00/hour

Anticipated Period of performance: January 2, 2024 through December 31, 2024 with an optional five-month contract extension.

Submission Instructions:

Submission deadline: Resumes should be submitted no later than November 30, 2023, 5pm U.S. Central Time



Via Email: Resumes should be submitted in PDF format to: Katie Wallace, GOMA Program Coordinator katie.wallace@gomxa.org with GIS Data Analyst in the subject line

Or via U.S Mail to:

Katie Wallace,
GOMA Program Coordinator
1151 Robinson Street
Ocean Springs, MS 39564

Proposals must contain an original or digital signature. Proposals may be submitted in electronic or hard copy format but not in both.