



August 7, 2019

QSI JOB DESCRIPTION

Position Title: GIS/Archeological Data Technician**QSI Branch:** Professional Services - Public**Term:** Full-time, 6 months**Location:** Carson City, NV

Description: Quantum Spatial is seeking a GIS/Archeological Data Technician to work directly with its federal government client in Carson City, Nevada. The successful candidate will verify and correct GIS data, and produce new GIS data for missing records; create digital scans of cultural archaeological site forms with currently missing from the digital internal database; produce a final record of all cultural archaeological sites and the status of their GIS data; and digitize missing data contained in the hardcopy inventory and sites maps into an internal database and work with a GIS specialist to print a new set of hardcopy reference maps.

Tasks:

- Verify, correct and add cultural resource data to a GIS database
- Creation of archival quality digital scans of call cultural resource reports and associated documents
- Produce a final record of all completed project work
- Digitize and verify hardcopy inventory of site maps
- Participate in the monthly/weekly coordination meetings, and other associated project meetings
- Prepare weekly status reporting in a format agreed upon by the Contract Officer's Representative (COR)

Requirements

- Associate's degree, or 6 months professional experience in Geography, Archeology, Anthropology or related field
- Consistently produces quality work to specification
- Ability to work well within a team environment
- Excellent written and verbal communication skills
- Demonstrates efficiency, accuracy in tasks, and organization
- Preference will be given to candidates with;
 - Demonstrated scholastic or professional exposure to Esri's ArcMap software.
 - Demonstrated scholastic or professional knowledge of concepts and principles of geospatial data management

It is the policy of Quantum Spatial to provide equal opportunity for all qualified persons and not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, veteran status, disability, or any other protected status.