

# GIS and Planning Assistant

## Spill Contingency Mapping and Planning

### Summary

The Upper Mississippi River Basin Association (UMRBA) is seeking a detail-oriented individual for an interagency oil spill contingency planning and mapping effort. Ongoing since 1992, the Inland Sensitivity Atlas project covers the six states of US EPA Region 5 (IL, IN, MI, MN, OH, WI) and adjacent portions of other states. Having produced initial sensitivity maps for the entire area, the project is now focused on updating and enhancing the project databases, and applying the Atlas to related planning efforts. The project is a team effort led by US EPA in collaboration with UMRBA and the Great Lakes Commission. Additional project information is available at: [www.umrba.org/isa.htm](http://www.umrba.org/isa.htm).

### Position Description

The GIS and Planning Assistant will participate in the production of digital atlases and spill contingency plans. The Assistant will update data on environmental, economic, and cultural resources, as well as potential spill sources, using a variety of acquisition and verification techniques. Other duties include updating spill response strategies and reference documents, general coordination assistance, and participation in related meetings.

**Hours:** 40 hours per week

**Term of Employment:** Through September 30, 2019  
*This is a temporary position. Extension beyond 9/30/19 is funding-contingent.*

**Wage Range:** \$16.50 to \$18.50 per hour

**Benefits:** Paid leave (available after 3 months of service), paid holidays, and 403(b) retirement plan (employee contributions only). After one year, base salary will be increased by 10% in lieu of medical insurance benefits.

**Application Deadline:** November 23, 2018

### Qualifications

- Undergraduate degree or substantial coursework in geography, natural resources, planning, public health, public policy, or related fields.
- Excellent computer skills, with proficiency in GIS, word processing, data management, and web mapping applications, including ESRI ArcGIS, Microsoft Access, Adobe Acrobat, and Microsoft Word.
- Excellent written and verbal communication skills.
- Ability to coordinate multiple tasks and meet scheduled deadlines.
- Ability to work independently while integrating into a team, taking on additional responsibilities over time.
- Ability to independently troubleshoot and resolve information technology problems.
- Some familiarity with natural resources and chemical contaminant issues is desired.

### To Apply

Submit a resume, brief writing sample, and map sample to:

Mark Ellis, Mapping and Spills Program Director  
Upper Mississippi River Basin Association  
408 St. Peter Street, Suite 415  
St. Paul, MN 55102  
[mellis@umrba.org](mailto:mellis@umrba.org)

Email applications are welcome. Please submit resume, writing sample, and map sample as attachments to your email. **All requested materials must be received for your application to be considered complete.**

#### **About the Upper Mississippi River Basin Association (UMRBA)**

UMRBA is a non-profit organization formed in 1981 by the Governors of the five Upper Mississippi River states – Illinois, Iowa, Minnesota, Missouri, and Wisconsin. The Association provides a forum for discussion and collective action on regional water resource issues. UMRBA's activities span a broad range of issues, including commercial navigation, ecosystem restoration, flood risk management, spill planning, and water quality. See [www.umrba.org](http://www.umrba.org) for more information.