



NOTICE OF JOB OPENING

Pagis GIS ANALYST

Opening Date: June 12, 2026; Closing Date: Until Filled; Classification: Exempt (\$28.85 per hour)

Summary of Job Duties and Responsibilities: Under limited supervision, the GIS Analyst designs, implements, and modifies geodatabase table structures and associated metadata; operates Geographic Information System and Computer Aided Drafting software, creates, populates, and maintains GIS data layers; analyzes GIS and other spatial data and automates reports and other outputs; develops GIS web services, mapping applications, widgets, and desktop tools; designs, maintains, administers, and updates the Pulaski Area GIS (PAGIS) website and online mapping portal; and performs other essential duties as deemed necessary.

Knowledge of:

- GIS data maintenance, quality control procedures, spatial data analysis principles, and editing principles
- Geodatabases, relational database concepts, coordinate systems, and Global Positioning System
- Cartographic principles and web cartography best practices
- ArcGIS Enterprise, ArcGIS Portal, ArcGIS Pro, ArcGIS Server, ArcGIS Online
- Esri Experience Builder, JavaScript API, ModelBuilder, and Python scripting
- SQL, HTML5 (HTML, CSS, JavaScript)
- Microsoft Windows Environment and Microsoft Office applications

Ability to:

- Create ArcGIS models and automate workflows using Python
- Develop web mapping applications and services
- Read and interpret maps, legal descriptions, technical

specifications, and civil drawings

- Troubleshooting, analyze problems, critical thinking, and recommend effective solutions
- Communicate effectively, both orally and in writing
- Work independently and collaboratively across agencies
- Organizational skills and project management
- Provide customer service and technical explanations

Skill in:

- Building and managing Esri geodatabases
- Configuring web mapping services and applications
- Documenting GIS procedures and application interfaces
- Making technical presentations to various audiences

Essential Functions

- Extended viewing of computer screens
- Continuous keyboard and mouse use
- Sitting for extended periods
- Occasional travel to member agencies

Minimum Qualifications: High School diploma or GED, plus (2) years of post-high school education in Geographic Information Systems or related field, plus four (4) years of work experience in an Esri software environment utilizing ArcGIS Desktop/Pro and extensions to edit and analyze data, Esri geodatabase development, and ArcGIS Server administration. Education may be substituted for work experience. Must possess a valid driver's license.

Desirable Qualifications: Bachelor's degree in Geography, Geographic Information Systems, or related field, plus (2) years of work experience building web mapping applications using Esri's Web App Builder and JavaScript APIs, ArcGIS Online administration, as well as data analysis and automation using Esri's Experience Builder, and Python scripting.

Work Conditions: This is an in-person position in a climate-controlled indoor office environment.

Qualified and interested candidates are encouraged to apply by submitting both an application and a current resume, either in person at 425 West Capitol Avenue, 8th Floor, Little Rock, or online at www.pagis.org.

Pulaski Area Geographic Information System (PAGIS) is an Equal Employment Opportunity Employer to all qualified applicants and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.



PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM

425 W CAPITOL AVENUE, 8TH FLOOR
LITTLE ROCK, AR 72201
PHONE (501) 377-1264

NAME _____ DATE _____

ADDRESS _____

EMAIL _____ PHONE _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? _____ (Proof of authorization will be required upon hire)

POSITION YOU ARE APPLYING FOR _____

AVAILABLE START DATE _____ SALARY DESIRED \$ _____

HOW DID YOU HEAR ABOUT THIS OPENING? _____

HAVE YOU EVER BEEN INTERVIEWED OR EMPLOYED BY PAGIS? _____ IF YES, WHEN? _____

DO YOU HAVE ANY RELATIVES THAT CURRENTLY WORK FOR PAGIS? _____ IF YES, WHO? _____

EDUCATION

HIGH SCHOOL

NAME & LOCATION _____ DIPLOMA RECEIVED? _____

COLLEGE / UNIVERSITY / TECHNICAL / TRADE SCHOOL

NAME & LOCATION _____ DEGREE/CERTIFICATE RECEIVED? _____

FIELD OF STUDY _____

LICENSES, CERTIFICATIONS, OR SPECIAL SKILLS RELATED TO THE POSITION APPLIED FOR

EMPLOYMENT HISTORY

BEGINNING WITH MOST RECENT. ATTACH ADDITIONAL PAGES IF NEEDED.

EMPLOYER NAME _____ DATES EMPLOYED _____

ADDRESS _____ PHONE _____

JOB TITLE _____ SUPERVISOR _____

FULL OR PART TIME _____ FINAL SALARY _____

REASON FOR LEAVING _____ MAY WE CONTACT THIS EMPLOYER _____

EMPLOYER NAME _____ DATES EMPLOYED _____

ADDRESS _____ PHONE _____

JOB TITLE _____ SUPERVISOR _____

FULL OR PART TIME _____ FINAL SALARY _____

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FULL OR PART TIME _____ FINAL SALARY _____

REASON FOR LEAVING _____ MAY WE CONTACT THIS EMPLOYER _____

PROFESSIONAL REFERENCES

NAME _____ OCCUPATION _____
PHONE _____ EMAIL _____ YEARS ACQUAINTED _____
NAME _____ OCCUPATION _____
PHONE _____ EMAIL _____ YEARS ACQUAINTED _____
NAME _____ OCCUPATION _____
PHONE _____ EMAIL _____ YEARS ACQUAINTED _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION, WITH OR WITHOUT REASONABLE ACCOMMODATION? _____

Pulaski Area Geographic Information System (PAgis) is an Equal Employment Opportunity Employer to all qualified applicants and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

Qualified individuals with disabilities may request reasonable accommodations to perform the essential functions of the position or to participate in the application and hiring process. Accommodation requests will be evaluated in accordance with applicable law.

I understand and agree that Pulaski Area Geographic Information System (PAgis) may verify the information provided in this application. I authorize current and former employers, educational institutions, and all others listed by me to release relevant employment, qualification, and educational information to PAgis. I understand that hiring decisions may be based on information I provide or that is obtained through this verification process. I release PAgis and all parties providing such information from liability arising from its lawful collection, use, or disclosure.

I understand that employment with Pulaski Area Geographic Information System (PAgis), if offered, is at-will and may be ended by either PAgis or me at any time, with or without cause or notice, as permitted by law. Nothing in this application creates a contract of employment.

I certify, under penalty of perjury, that all the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

Applicant Signature

Date