



LJT & Associates, Inc. Position Description

Job Title: GIS/CAD Analyst

LJT & Associates, Inc. is seeking a qualified **CAD/GIS Analyst** to join our team in Crane, Indiana to support the requirements of our clients.

FLSA Status: EXEMPT

LJT & Associates, Inc. provides a wide range of engineering and other support services to the U.S. Government and International customers. We are a certified small business with expertise in the analysis, design, development, and implementation of a variety of engineering and hardware integration solutions. The company has experienced significant growth and seeks qualified candidates to support continued growth in all of our business sectors.

Duties and Responsibilities:

Includes but is not limited to the following:

The ideal candidate will have experience in CAD and GIS as it relates to Facilities and Space Management. The candidate will lead CAD based projects with GIS deliverables and perform data editing, QA/QC and enterprise data publishing tasks using various Navy standard applications.

- Produce GIS products using ArcGIS and AutoCAD Desktop applications and extensions.
- Assist with CAD based Space Management projects, provide technical consultation, coordinate with contractors and other personnel and monitor all Space Management projects to assure quality and timeliness of completion.
- Assist in the development of process improvements, quality control and training programs. Provide support to users of Navy GIS/CAD systems.
- Create, populate and maintain geodatabases, layers, tables and links within an ArcSDE/Oracle enterprise environment.
- Implement defined data structures across GIS data sets.
- Perform survey work in the field including as-built location or verification of utilities and features using survey-grade GPS equipment and software to collect and download digital data.
- Create maps, and perform routine geospatial analysis and queries for GIS applications and assists others by providing GIS data, products, services and support.
- Work under limited supervision accomplished by meetings with supervisor.
- Function independently within established policies and procedures and seek consultation from supervisor as needed.
- Perform client interface functions.

Qualifications:

The candidate must have a strong understanding of GIS/CAD concepts and technologies and must be capable of demonstrating experience applying these concepts on real-world projects. Specific requirements include but may not be limited to:

- Bachelor's degree in Geography, Earth Science, Engineering, or related field.
- Minimum of 3 years of production experience working with GIS/CAD data and technologies.
- Demonstrated experience as a GIS Analyst with ESRI ArcGIS 9.x product suite including ArcMap, ArcCatalog, ArcToolbox, and personal Geodatabases.
- Demonstrated experience with AutoCAD Map 200x
- Must be proficient in all Microsoft Office products (Word, Excel, Outlook, Access).
- Must be able to work well in a large, dynamic team environment with the ability to multi-task. Proven ability to coordinate multiple tasks, prioritize and provide solutions with strong attention to detail.
- Strong interpersonal, communication and organizational skills.
- Self-motivated with independent problem-solving ability.
- Excellent communication skills, both verbal and written.
- Must be a U.S. Citizen and be able to receive and maintain a DoD Security Clearance.

Interested applicants please apply on-line:

<http://careers-ljtinc.icims.com/jobs/1160/job>