



## GIS Manager

### ***About G2 Archaeology:***

G2 Archaeology (G2) is a small cultural resources management firm that provides comprehensive support to local, state, and federal agencies, as well as private landowners in California and the Great Basin. As a woman-owned small business located in Reno, Nevada, we have a strong regional presence, offering convenient access to project sites throughout the Western United States.

### ***About the Job:***

We are seeking a dedicated and experienced GIS Manager for our Reno, Nevada office. This full-time position requires effective leadership and management skills to develop and oversee a small team of GIS professionals. The GIS Manager will play a pivotal role in collaborating with G2's senior staff archaeologists, project managers, and the GIS team to ensure the highest quality of cartographic solutions. We are looking for a candidate with a proven track record in supervision, project management, and a deep understanding of geospatial technologies and best practices. This position also offers the opportunity for occasional fieldwork throughout the desert west (Nevada, Utah, Idaho) and the Sierra Nevada.

### ***Management Responsibilities:***

**Team Leadership:** Lead and manage a small but dynamic GIS team, providing guidance, mentorship, and support to ensure they excel in their roles.

**Workflow Management:** Oversee day-to-day workflow and output of the GIS department, prioritizing and assigning project tasks effectively.

**Training and Development:** Identify and implement training and development programs to enhance the skills and knowledge of the GIS team, ensuring their continued growth.

**Project Oversight:** Ensure that project deliverables align with client and regulatory requirements and provide guidance and leadership to the GIS team as needed.

**Quality Assurance/Control:** Implement and maintain rigorous quality control processes to guarantee the accuracy and excellence of cartographic and geospatial products. Awareness of the latest GIS industry trends, GPS equipment, best practices, and data governance.

### ***Required Skills/Abilities:***

Background in natural or cultural resources is desired but not required.

Exceptional supervisory and leadership skills with a track record of leading and developing teams.

Outstanding verbal and written communication skills.

Exceptional organizational skills and meticulous attention to detail.

Proven ability to manage time effectively and consistently meet deadlines.



***Required Skills/Abilities (cont.):***

Strong analytical and problem-solving skills.

Ability to prioritize tasks and delegate effectively.

***Geospatial Duties:***

Proficiency in ArcMap 10.8 and ArcGIS Pro for the production of detailed, high-quality cartographic products, both digital and hardcopy.

Compilation, manipulation, and refinement of geospatial data from diverse sources, ensuring data quality and integrity.

Conduct geospatial analysis for technical reports and projects as needed.

Familiarity with state and federal agency protocols and guidelines, including but not limited to Bureau of Land Management (BLM), United States Forest Service (USFS), United States Bureau of Reclamation, and State Historic Preservation Offices (SHPO), for formatting cartographic deliverables and geodatabases.

Effective communication with state and federal agencies to acquire necessary resource numbers.

***General Office Duties:***

Delegation of GIS tasks to a small team of GIS professionals while ensuring the quality of their work.

Utilize Microsoft 365 products such as Word, Excel, and Planner to efficiently manage tasks and project timelines.

Clear and effective communication with team members, agency personnel, and project proponents.

Skillful management of multiple tasks concurrently, prioritizing and adapting in a fast-paced environment.

Oversight of ESRI accounts and licenses, and management of SHPO accounts and subscriptions.

***Annual Compensation:***

Starting salary is \$70,000-\$80,000, commensurate with the applicant's credentials and experience.

***Featured Benefits:***

Medical Insurance

Vision Insurance

Dental Insurance

401K

***How to Apply:***

To apply for the GIS Manager position, please send your cover letter and resume to [adrienne@g2archaeology.com](mailto:adrienne@g2archaeology.com) with the subject line: GIS Manager.