

DMS Natural Resources LLC
Deborah Stephenson, M.B.A.
602 South Ferguson Ave. Ste. 2
Bozeman, MT 59718
406-600-1422
stephenson@dmsnaturalresources.com



Research Associate / GIS Technician

Hiring Associate / GIS Technician to assist fast paced, growing water right consulting firm. Location is in Bozeman, Montana. Please send resume and cover letter to office@dmsnaturalresources.com

Key Tasks:

- Conducting GIS mapping (using ArcGIS) and data organization.
- Collecting, organizing, and analyzing GIS data and other water rights data.
- Georeferencing historical imagery and documents and digitizing data.
- Conducting various forms of water research spanning from macro level water issues down to micro level property specific water use. Summarize findings both geographically using ArcGIS, GoogleEarth, excel and in written text.
- Water right research – researching historic use, current use, reviewing water right files and synthesizing history and situation with the water right.
- Assisting with preparation of water right filings – new permit application, change applications.
- Other tasks as directed, including some administrative tasks.

Required Skills:

- Attention to detail and organizational skills.
- Data collection and analysis. Must be able to organize and present data in logical manner.
- Advanced proficiency in ArcGIS, Microsoft Excel, Outlook and Word, Google Earth software programs.
- Required GIS skills include: File structure and database organization; ability to create and use metadata; create, manipulate, and measure shapefiles; georeferencing; use of various geoprocessing tools; processing collected data and importing into ArcGIS.
- Report writing and editing.
- Problem solving and critical thinking skills.
- Independent worker.
- Must be willing to assist with administrative tasks when needed.
- Minimum of a B.S. in GIS, hydrology, environmental sciences, or natural resource related field.

Desired Skills:

- Professional experience in natural resources and/or hydrology related field.
- Experience with water right administrative filings in Montana such as change applications and new water right applications.
- IT support.
- Aerial photograph interpretation.