



GIS & Data Manager

Reports to:	Chief of Park Operations
Classification:	Full-time, exempt
Hiring range:	\$65,000–\$70,000, depending on relevant experience
Schedule:	Generally 40 hours per week, with flexibility and occasional evening and weekend work required
Work location:	Hybrid office and field
Benefits:	Health Insurance (100% coverage for employee's medical, dental, vision, life insurance, 401(k) eligibility + up to 2% match with vesting period
Paid leave:	120 hours of paid time off, 11 paid holidays, and TTC's annual office closure between December 25 and New Year's Day

About The Trail Conservancy

The Trail Conservancy's mission is to protect, enhance, and connect the Ann and Roy Butler Hike-and-Bike Trail at Lady Bird Lake for the benefit of all.

In partnership with the City of Austin and the community, TTC cares for one of Austin's most used and beloved public spaces. Our work includes ecological restoration, capital improvements, park operations and maintenance, community programs, public events, and long-term stewardship of the Trail.

The Opportunity

The GIS & Data Manager is responsible for the integrity, administration, and strategic use of TTC's geospatial and operations data infrastructure—including the ESRI ArcGIS platform, the OpenGov work order and asset management system, and GIS datasets that support active park stewardship, capital planning, and community engagement.

This role is the connective layer between TTC's field operations, its technology platforms, and the public-facing data products that power community engagement, grant reporting, and City of Austin partnership workflows. The GIS & Data Manager will be a hands-on practitioner and internal subject-matter expert, ensuring that TTC's park data systems are well-maintained, well-integrated, and well-utilized.

Key Responsibilities

GIS & Geospatial Systems Administration

- Serve as TTC's primary ESRI ArcGIS administrator: managing licenses, user access, data layers, and platform configuration across ArcGIS Online, ArcGIS Pro, and related ESRI products.
- Maintain and update geospatial datasets for 300 acres of parkland around the Butler Hike-and-Bike Trail downtown: trail segments, asset inventory, infrastructure features, trail observations, and environmental features.

Data Systems Strategy & Governance

- Manage TTC's technology stack roadmap for operations data systems: assessing platform capabilities, identifying gaps, and making recommendations on upgrades or new tools.

- Ensure GIS data is current, standardized, and documented; develop and maintain data dictionaries and layer naming conventions.
- Maintain documentation for all operational data systems: system architecture diagrams, user guides, integration specs, and vendor contact logs.

Work Order, Asset Management & Systems Integration

- Administer the OpenGov work order platform for all TTC field operations: preventive maintenance, incident response, trail stewardship, and capital project task tracking.
- Own the Boomi API integration project between OpenGov and the City of Austin's Maximo asset management system.
- Build and maintain work order templates, asset hierarchies, and inspection checklists within OpenGov to support field crew efficiency and data consistency.

Data Analysis, Reporting & Decision Support

- Produce trail condition maps, incident heat maps, and spatial reports for use by TTC leadership, City of Austin partners, and grant reporting requirements.
- Support grant reporting by providing spatial data, impact maps, and quantitative trail usage metrics sourced from OpenGov and GIS systems.
- Respond to data requests from internal stakeholders, City of Austin partners, and community partners.

GIS Applications, Collaboration & User Support

- Develop and maintain TTC's community-facing GIS tools in collaboration with Projects & Programs, External Affairs, and Development teams, such as interactive trail maps, event maps, environmental monitoring dashboards, and public StoryMaps.
- Build and maintain ArcGIS StoryMaps, dashboards, and public-facing web maps supporting community engagement, donor communication, and event programming.
- Serve as internal trainer and help-desk resource for field staff and park crew using ESRI and OpenGov mobile and desktop interfaces.
- Perform other responsibilities reasonably related to the position.

What You Will Need

- Bachelor's degree in GIS, Geography, Environmental Science, Urban Planning, Information Systems, or a closely related field; or equivalent combination of education and demonstrated work experience
- Minimum 3 years of hands-on experience with ESRI ArcGIS products (ArcGIS Online, ArcGIS Pro, ArcGIS Insights, or ESRI Field Maps)
- Direct experience administering a work order, asset management, or CMMS platform (OpenGov, Maximo, Cityworks, or comparable system)
- Demonstrated ability to manage, clean, and analyze geospatial datasets; working knowledge of spatial data formats (shapefile, GeoJSON, feature service, geodatabase)
- Strong written and verbal communication skills — capable of producing clear reports, data summaries, and stakeholder briefings for both technical and non-technical audiences
- Proficiency in Microsoft Excel or Google Sheets for data manipulation, reporting, and light analysis
- Ability to work independently, manage multiple concurrent priorities, and exercise sound judgment on data quality and reporting timelines

Experience That Would Be Helpful

- Experience with API integrations or data pipeline tools (Boomi, MuleSoft, Zapier, or comparable middleware)
- Familiarity with municipal government systems, City of Austin Parks & Recreation workflows, or public agency data coordination
- ESRI Technical Certification (ArcGIS Pro, ArcGIS Online, or Enterprise Administration)
- Experience building public-facing maps, dashboards, or StoryMaps for community engagement or nonprofit communication
- Exposure to SQL, Python (for spatial analysis), or BI tools such as Tableau or Power BI
- Prior experience in a parks, trails, conservation, or environmental nonprofit context
- Familiarity with grant reporting data requirements, impact metrics, or land management databases

We know that qualified candidates bring different combinations of experience. Applicants who meet many, but not every, preferred qualification are encouraged to apply.

Application Process

Applications must be submitted through [TTC's application portal](#) by 5 pm on 09/18/2026. If you have trouble with the portal, you can send your application via email to apply-7b8b8fba8d52@the-trail-conservancy.breezy-mail.com.

Please submit:

- A resume
- A brief cover letter or statement describing your interest and relevant experience
- Please submit one pdf document that includes three technical work samples demonstrating experience in: **(1) GIS and spatial analysis, (2) data systems or workflow design, and (3) dashboards, reporting, or data visualization.** For each sample, briefly describe the purpose, your role, technologies used, and intended audience. Confidential or proprietary information may be redacted.

Professional references will be requested only from candidates who advance to the finalist stage and will not be contacted without notice.

To support a consistent and equitable process, please do not contact TTC employees or board members directly about the position.

Equal Employment Opportunity and Accommodations

The Trail Conservancy is an equal-opportunity employer. TTC considers applicants without regard to race, color, national origin, ethnicity, religion, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other status protected by applicable law.

TTC is committed to providing reasonable accommodations during the application process and employment. Applicants who need an accommodation may contact info@thetrailconservancy.org.