

DATE

CONTRACT EMPLOYEE FOR MINNEAPOLIS REDISTRICTING PROJECT

—RESEARCH ANALYST—

The Minneapolis Charter Commission/Redistricting Group seeks a qualified contractor to provide professional support services for the Minneapolis 2011-12 redistricting initiative, including but not limited to mapping, data and statistical analysis, research, and report preparation.

This is a time-limited, unclassified position of approximately ten months duration. The selected contractor must be a self-motivated, independent thinker with a strong work ethic; have the ability to manage and perform effectively against tight deadlines; and must be non-partisan and able to maintain political neutrality throughout the redistricting process.

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DUTIES

Subject to direction and supervision by the Chair of the Charter Commission/Redistricting Group, general responsibilities involve:

1. Maintaining effective communication with the Charter/Redistricting Commission Chair to receive and respond to directions or assignments and report on progress, acting as a liaison between Commissioners and between the Commission and City staff/departments and other interested stakeholders, and being available and responsive to the Chair and all Commissioners (individually or in small groups).
2. Building and maintaining accurate GIS and Excel/Access datasets, developing and applying metadata and indexing files regularly, conducting standardized and ad hoc data queries and reports, and ensuring appropriate system backups for effective data management.
3. Conducting qualitative and quantitative research, interpreting relevant information from various sources, and performing complex data/spatial analyses to create a range of redistricting plans and alternative scenarios that include high-quality cartographic products using GIS applications (Maptitude), and providing technical assistance to the Charter Commission/Redistricting Group.
4. Attending meetings, hearings, and other official venues of the Charter Commission/Redistricting Group to provide professional staff support, present reports and research findings,
5. Preparing multiple drafts and the final redistricting maps under the direction of the Charter Commission/Redistricting Group, remaining available to assist with any possible legal challenges through [DATE], and returning all equipment and materials or other resources in good condition or working order at the expiration of the redistricting initiative.
6. Performing other relevant duties as assigned.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

The candidate should possess the following minimum qualifications:

- A bachelor's degree in GIS, Geography, Cartography, Computer Science, or a closely related area with a minimum of two years prior professional GIS/mapping experience desired.
- Technical Skills & Abilities:
 - Solid working experience with GIS applications, particularly importing data sets and creating thematic maps, geocoding and coordinate systems;
 - Experience with standard database applications (Access preferred), including database design and functionality, and with reporting software applications; and
 - Basic computer support skills, including setting-up PCs, installing software, and troubleshooting operational issues.
- The ability to work and perform assigned tasks independently.
- Strong analytical skills and the ability to communicate effectively, both orally and in writing, with multiple audiences and as part of a team.

Preferred qualifications (in addition to above):

- Previous redistricting experience at state or local levels as well as prior experience using the Maptitude software is highly desirable.
- Exceptional interpersonal skills, including the ability to work easily and effectively with individuals and groups from various political, socioeconomic, racial/ethnic, and other backgrounds in a professional, neutral, and respectful manner.

SALARY RANGE

Dependent on qualifications.

APPLICATION PROCESS

Contractors interested in being considered should...

SUBMISSION TIMELINE

The deadline for applications is **DATE**.