



GIS Technician II or III

PUBLIC WORKS

POSTING # 19-05

MASON COUNTY EMPLOYMENT OPPORTUNITY

External Opening Date: February 8, 2019

External Closing Date: February 22, 2019

Department: Public Works

Monthly Salary: \$4,411-\$5,520

JOB SUMMARY

This position is responsible for data entry, analysis, display, and dissemination of spatial information for the Mason County Geographic Information System (GIS).

EXAMPLES OF DUTIES Full position description is available at the Human Resources Office. Contact information below.

Prepares cartographic products and spatial analysis reports as needed by Mason County, other agencies and the public and performs related work as required. Performs data creation, development, entry, conversion and editing. Works with GIS users to define functional requirements for GIS applications, and supports the GIS user base by monitoring user feedback, identifying technical problems and solutions, and maintaining software applications. Prepares FGDC metadata documentation and preserves accuracy standards.

EDUCATION AND EXPERIENCE-(Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job may be considered.)

Bachelor's degree in Geography/Cartography/GIS, Civil Engineering, Computer Science or related field and two (GIS Tech II) to three (GIS Tech III) years minimum experience with the development and implementation of GIS technology.

KNOWLEDGE OF: The principles and techniques of applying GIS technology solutions to local government, spatial analysis techniques and AutoCAD.

SKILLED IN: Using the ESRI suite of products and databases.

ABILITY TO: Produce quality maps, manage time efficiently, communicate courteously and effectively both orally and in writing.

LICENSES: Valid Washington State driver's license.

APPLICATION AND SELECTION PROCESS

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@co.mason.wa.us Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

19-05a

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@co.mason.wa.us. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.