



CITY OF MARYSVILLE
invites applications for the position of:

Geographic Information System Technician

An Equal Opportunity Employer

SALARY: \$5,933.00 - \$7,442.00 Monthly

OPENING DATE: 07/31/19

CLOSING DATE: Continuous

POSITION SUMMARY:

Open until filled. First review of applications 8/30/19.

Candidates are encouraged to attach a resume to their online application and must also complete the supplemental questionnaire.

This position develops and maintains the city's geographic information system, including developing GIS/CAD maps and information for city departments, under the direction of the Geographic Information System Supervisor. The work performed by this class follows established procedures and general directions; incumbents operate independently and apply established guidelines and alternatives to make routine judgments and decisions.

This is the junior level in the geographic information systems job series, performing assignments that are less complex and narrower in scope. Positions in this class perform the more routine GIS and computer-aided drafting and design activities, which is closely reviewed and supervised.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Researches and designs databases; collects and inputs data, including collecting extensive utility field data using mapping-grade global positioning system; develops, produces, and analyzes output.
2. Prepares maps and reports for conversion of data from manually maintained form to digitally maintained form.
3. Digitizes map data, including keying or coding of data and typing of tabular data, for insertion into the GIS database.
4. Creates, composes, modifies and edits GIS spatial and attribute data according to prescribed specifications and procedures.
5. Prepares and checks plots, maps, reports, exhibits or graphic displays; interprets plans, photos and maps, and legal descriptions.
6. Prepares software macros, documents procedures, and maintains records of completed assignments.
7. Assists users and provides technical guidance and support for the user group and departmental staff on GIS systems, applications and procedures.
8. Provides project management for development of the Public Works' geographic information system, including developing the utility GIS schedule, drafting the work plan, monitoring resources, training interns and coworkers, communicating with public works field employees and their supervisors on issues related to these functions and overall development of the utility portion of the GIS, and coordinating related utility and transportation databases.
9. Maintains GIS records per legal requirements.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- One year of work experience utilizing GIS.
- Associate's degree in computer science, geographic information system, civil engineering, cartography or related field is preferred.
- Knowledge of principles and practices of geographic information systems, particularly ESRI software packages.
- Knowledge of principles and practices of geographic information systems database design and maintenance.
- Knowledge of principles and practices of cartography and drafting procedures.
- Ability to operate Windows based computer, including word processing, spreadsheet, and database software applications as well as specialized software applications that support the GIS and CAD functions.
- Ability to use GIS hardware and software to input, manipulate, or edit geographic data and to produce maps and reports.
- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's License.
- Must possess, or have the ability to possess within six months of hire date, flagging certification.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to do repeated heavy lifting, shoving, pulling, stooping, bending, reaching, and twisting while handling a wide variety of materials; to stand, walk, sit, and climb; and to talk or hear. The employee must frequently lift up to 10 pounds; occasionally lift 10 to 20 pounds; rarely lift and/or move 20 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed mostly in an office environment with some time spent outside in the field in a variety of weather conditions. While in the field, the employee must stand or walk on variable surfaces including hard, even surfaces and uneven ground, as well as sloped embankments. Employee occasionally works in the right of way or construction sites and may be exposed to physical hazards such as moving traffic and heavy construction equipment. The employee is occasionally exposed to fumes or airborne particles. Indoors, the noise level in the work environment is usually moderate; outdoors, the noise level may be moderate to loud.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard, to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non job-related medical condition or disability.

Posted in-house: 8/1/19 - 8/7/19.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://marysvillewa.gov>
 OUR OFFICE IS LOCATED AT:
 1049 State Avenue
 Marysville, WA 98270 360.363.8000

Job #00349
 GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN
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