EMPLOYMENT OPPORTUNITY

Geographic Information Systems (GIS) Specialist

Salary: $29.37 - $41.50 hourly
Job Type: Full-Time
Department: Innovation and Technology (IT)
Benefits: Benefits Eligible
This is not a telecommuting position

The Position

Under general supervision, performs specialized technical and professional work in the development, maintenance and support of the Town's geographic information system (GIS) functions.

Job Functions

- Assists in the day-to-day operations, administration, implementation, maintenance and support for the Town's geographic information system (GIS) and assigned related systems.
- Coordinates with staff in various departments to perform data analysis, update data and maps and provides general mapping expertise.
- Generates a variety of computerized maps and other data independently and as requested.
- Assists with spatial analysis, which may involve a major policy area or concern; utilizes multiple databases, modules, and GIS software.
- Creates, maintains and enhances GIS data sets to ensure usability and accuracy of all data entering the system; performs data entry and editing to update the GIS database; performs digitizing and coordinate geometry (COGO) tasks as needed.
- Performs field research and GPS data collection and processing.
- Conducts end-user training on new and existing GIS and ESRI products.
- Assists with developing and maintaining relational databases, such as Microsoft SQL; may utilize SQL scripting and reporting software such as SQL Reporting Services and Crystal reports, to create ad-hoc queries and reports.
- Develops, maintains, and publishes data and maps, including sewer, zoning, reference, topographic, political boundary, and parcel maps to ensure maps are current; maintains associated base map control for user departments.
- Produces reports of geographical data utilizing data visualizations.
- Maintains supplies and equipment required for system operation, including GPS devices and plotters; works closely with Innovation and Technology Department technical staff as needed.
- Assists in preparing and coordinating project scopes, procedure flow-charts, and schedules with internal customers and Town departments.
- Writes and maintains reports, programs database reports, forms, and queries.
- May develop mapping applications, scripts, and tools; may assist with GIS system administration and monitoring.
- Participates in the development and management of budgets as directed.
- Stays abreast of current trends, technologies, and developments in the field of GIS.
- May provide after-hours emergency and on-call support response for the Town's emergency operations; may be required to carry a Town-supplied cell phone during on-duty and off-duty hours.
- Maintains confidentiality of work-related issues and Town information.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required:

- Minimum of an Associate degree in Information Technology, GIS, Geography, Urban Planning, Civil Engineering, or related field, with major course work in GIS; AND four (4) years of recent related responsible experience utilizing geographic information systems, establishing and maintaining databases and digitizing as-build drawing plans, preferably within a local municipality; OR an equivalent combination of education, training and experience.

Desired:

- Bachelor's degree in one of these fields or possession within probationary period (12 months) is desired.
- Experience in GPS Field data collection and processing with use of a handheld/backpack GPS unit, digitizing or scanning methods into GIS and/or related databases, knowledge of boundary control designation such as bearings, azimuths, distances, etc., and land legal descriptions, with ability to transpose data from source documents (record maps, deeds, etc) using Coordinate Geometry (COGO) is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Geographic Information Systems Professional (GISP) certification is desired.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Thursday, February 17th, 2022, at 5:30pm.** Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.