Job Advertisement:

GIS II TECHNICIAN

City of Warrenton is accepting applications for a FT, GIS II TECHNICIAN. Salary range $3,880.37 – $4,713.74 monthly, benefits including PERS/OPSRP, represented by AFSCME. **REQUIRES:** Valid Drivers License, HS diploma or equivalent, pre-employment background check, physical and drug test.
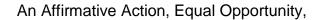
POSITION: Under supervision of the Public Works Director, employee performs complex mapping and analysis assignments in the operation and use of GIS, maintains and updates layers of the GIS and relational databases; performs spatial analyses; and related duties as assigned.

TRAINING & EXPERIENCE: Three to five years experience with GIS, CAD, and ArcGIS software, or a technical college diploma/certificate in CAD and GIS.

Resume, application and supplemental questions are required and available at City of Warrenton, 225 S. Main Ave., P.O. Box 250, Warrenton, OR and http://ci.warrenton.or.us and must be returned there by **June 30, 2016 at 5:00p.m.**

City of Warrenton

Public Works Application for Employment

An Affirmative Action, Equal Opportunity,

"Making a difference through excellence of service"

CITY OF WARRENTON

Applicant Information

Full Name: _____   Date: _____

Last   *First*   *M.I.*

Address: _____

Street Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

Mailing Address: _____

Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

Phone: **( )** _____   Alternate Phone: **( )** _____

Email _____   Date Available _____   Desired Salary _____

Position Applied for: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	☐	☐	If no, are you authorized to work in the U.S.?	☐	☐

	YES	NO	
Have you ever been a City of Warrenton employee?	☐	☐	If yes, when? _____
Are you now a City of Warrenton employee?	☐	☐	Department _____
Do you have relatives employed by the City of Warrenton?	☐	☐	If yes, indicate name, relationship,
Do you possess a valid driver's license?	☐	☐	Endorsement:(check one) **A** ☐ **B** ☐ **C** ☐

(Driver's License State, Number and Expiration Date Optional until background check)

Driver's License Number: _____   State _____   Expiration Date: _____

Do you speak a second language?   YES ☐   NO ☐   (If so what language (s)?)

If yes, _____

Office Skills

Typing Speed (wpm) : _____   Can you operate a computer? Yes ☐ No ☐

Indicate the systems you can operate:

Excel:	Yes	☐	No	☐	Access	Yes	☐	No	☐	Microsoft Word	Yes ☐ No ☐
Publisher	Yes	☐	No	☐	Autocad	Yes	☐	No	☐	Adobe Acrobat	Yes ☐ No ☐
Copier	Yes	☐	No	☐	Power Point	Yes	☐	No	☐	Fax/Scanner	Yes ☐ No ☐

Describe your equipment operation skills related to the job for which you are applying.

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

_____ High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

_____

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: ( )

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: ( )

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Employment History continued

Company: _____ Phone: ( )

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ ____ Ending Salary: $ ____

Responsibilities: _____

From: ____ To: ____ Reason for Leaving: ____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone: ( )

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ ____ Ending Salary: $ ____

Responsibilities: _____

From: ____ To: ____ Reason for Leaving: ____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Military Service

Branch: _____ From: ____ To: ____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Consents and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location and overtime. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

If I am offered this position, I understand that I must pass a drug screen urinalysis before employment and periodically during employment as per the City of Warrenton Administrative and Personnel Policies.6.1.7.

If selected for the position, I understand the City of Warrenton will conduct a driving and criminal history background check, and contact my references and past employers unless otherwise declared in the employment history portion of this application.

I certify that I am capable of performing the duties outlined in the attached job description.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ . .Date: _____ .

City of Warrenton CLASS SPECIFICATION
GIS II Technician
FLSA Status: Covered
Union Representation: American Federation of State, County and Municipal Employees, AFL-CIO

SALARY RANGE 22
$3,880.37 – 4,713.74 Monthly
$46,564.44 – 56,564.88 Annually

GENERAL PURPOSE
Under general supervision, GIS II Technician performs mapping and analysis assignments in the operation and use of Geographic Information Systems (GIS); maintains and updates layers of the GIS; enters, updates and maintains relational database data; performs spatial analyses; performs other general and complex analysis; and other duties as assigned.

DISTINGUISHING CHARACTERISTICS
GIS II Technician performs complex and difficult GIS mapping and analysis duties requiring a more thorough understanding than the GIS I Technician position. Furthermore, GIS II Technician generally understands and performs more complex tasks than the GIS I Technician position. GIS II Technician must have a complete and working knowledge of common GIS techniques, processes and procedures and the greater exercise of problem-solving skills. GIS II Technician completely understand standard to difficult tasks, are assigned to work on major projects and are expected to exercise basic problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

> **1.** Performs complex and difficult GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs basic data research, investigation and verification; updates and maintains files of other multi-media, video and digital pictures of streets and street problems for City use; constructs data tables; performs record keeping and inventory; documents and files data sources and map files for future reference.
> **2.** Prepares and produces detailed scaled maps and other graphic representations displaying layers and attribute data from the database, using cartographic techniques to represent spatial data; enters, updates and maintains data layers, using GIS tools, CAD tools and relational databases; enters attribute data pertaining to specific features into a relational database; incorporates maps, charts, spreadsheet data and text into reports on a frequent basis.

3. Prepares and updates maps, drawings, plans, spreadsheets, data files and documentation from a variety of digital and non-digital sources.
4. Performs spatial analysis using spatial tools including buffering, and zone consolidation; interprets plans, photographs, maps and legal descriptions.
5. Performs rectification with transformations and geo-references data.
6. Codes and digitizes maps and geographical feature data into various GIS layers.
7. Responds to requests from the public for GIS data.
8. Consults with supervisor and client regarding scope of mapping requests; researches available data; develops map layouts and executes design drafts.
9. Conducts site visits to verify and update data.
10. Resolves and troubleshoots GIS-related problems; maintains computer hardware and accessories; provides basic GIS software training for City personnel. May on occasion provide training to city contractors.
11. Maintains software licensing and other customer information with ESRI.

OTHER DUTIES
1. Attends staff meetings, specialized training and conferences.
2. Provides support for other software applications such as meter reading, routing and financial software.
3. Coordination with other jurisdictions including interaction with the local community, county state and federal government.
4. Interaction with consultants/contractors.
5. Provide other analysis and support as needed
6. Other duties as assigned

MINIMUM QUALIFICATIONS
Knowledge of:
1. Geographic information system concepts, practices and techniques, including computer mapping and attribute data conversion, transfer, manipulation and analysis of spatial data and information.
2. GIS software, tools and applications from a variety of sources and formats.
3. Relational database concepts, methods and practices – including water modeling modules and storm drain system and watershed modeling.
4. CAD software and hardware drafting media.
5. GPS technology as it relates to inputting data into the GIS system from field investigations; GPS using a variety of GPS related equipment along with pre and post GPS data processing; Use of differential correction and other correction techniques.
6. Terminology, methods and techniques used in engineering maps and records.
7. Data gathering and research skills.
8. Use of word processing, spreadsheet and relational database software.
9. Operating system fundamentals and procedures for the use of computer systems and related equipment.
10. Statistics, Algebra, geometry and trigonometry as applied to engineering and mapping formulas.

Ability to:
    1. Utilize advanced GIS software, computer-aided drafting, graphics and other applications to carry out assigned responsibilities.
    2. Perform basic engineering computations and computer analyses.
    3. Independently perform GIS assignments with initiative and creativity.
    4. Interpret maps, graphs, satellite and aerial images and geologic conditions.
    5. Recognize and resolve standard discrepancies in attribute data.
    6. Perform spatial analyses for a variety of purposes.
    7. Prepare accurate and scaled GIS cartographic products.
    8. Collect field data with GPS equipment and transfer to City mapping system.
    9. Communicate effectively orally and in writing.
    10. Establish and maintain effective working relationships with City staff and management, members of the public and others encountered in the course of work.

Training and Experience:
Three to five years of experience working with GIS and CAD software programs. Completion of vendor provided training courses in managing CAD data in ArcGIS and ArcGIS Desktop, or a technical college diploma/certificate in CAD and GIS coursework. A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, technical school or vocational school, supplemented by course work in architectural, civil and mechanical engineering drafting and geographical information systems; or an equivalent combination of training and experience. A Bachelor's Degree in Geography and a Certification, such as URISA Certified GISP Professional is preferred. Experience in a public agency is also preferred.

Licenses; Certificates; Special Requirements:
A valid state driver's license is required for certain assignments.

PHYSICAL AND MENTAL DEMANDS
Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring City to accommodate the limitation.

GIS II TECHNICIAN JOB APPLICATION SUPPLEMENTAL QUESTIONS

For the following questions, provide a detailed answer limited to no more than one page per question.

1. Provide details on your level of training with GIS and CAD programs.

2. Describe your level of experience working with GIS and CAD programs.

3. Describe your level of experience working for a local, County, or State agency in a GIS environment. Include Job Titles and length of experience.

4. Describe your background regarding knowledge of municipal utility infrastructure and reading engineering plans.

5. Which of the following surveying, mapping and/or engineering related software application/systems have you used for at least one year in a work setting? Select all that apply.

____ArcGIS   ____AutoCAD   ____Microstation/Inroads

____Terramodel   ____Other   _____   ____None