

**PLEASE POST**

# **JOB VACANCY**

**THE DEPARTMENT OF HUMAN RESOURCES ANNOUNCES THE FOLLOWING VACANCY**

**GIS Coordinator (AFSCME)**

**Service/Engineering**

**Pay Range 48**

**Hourly Rate \$25.74**

## **MINIMUM QUALIFICATIONS**

Completion of a Bachelor's Degree preferably in computer science, geography, cartography or closely related field or a geographical information systems certificate from an accredited college or equivalent and 5-7 years of GIS experience; Knowledge of underground utility systems; Must have valid State of Ohio motor vehicle operator's license.

## **JOB RESPONSIBILITIES**

- Manages integration of utility data with spatial layers and takes responsibility to ensure accuracy of all data entry.
- Responsible for quality control processes on GIS and attribute information.
- Prepares technical documentation, including data specifications, user requirements and procedures.
- Creates cartographic and other products using GIS software, relational and object databases utilizing plotter, printer, digitizer, scanners, and Internet applications.
- Serves as liaison between various City departments for mapping needs.
- Responsible for maintaining, updating, and developing information attributes and spatial layers.
- Communicates construction details to City Engineering office in order to develop as-built drawings of projects.
- Uses knowledge of GIS software products and maintenance management systems to assist personnel in developing various reports as needed. Takes the lead in developing data reports.
- Ability to apply techniques and practices involved to complete assigned GIS work and projects.
- Other related duties as required

**ALL** interested and qualified persons may apply. Applicants must submit a completed application to the **Department of Human Resources** via mail (40 West Main Street, Newark, Ohio 43055) or email ([HR@newarkohio.net](mailto:HR@newarkohio.net)) no later than 4:00 p.m. on Thursday, February 4, 2021. Applications can be obtained from our website at [www.newarkohio.net](http://www.newarkohio.net).

The City of Newark, Ohio, conforms to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City of Newark strongly encourages women, minorities, individuals with disabilities and veterans to apply to all our job openings. The City of Newark is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. The City of Newark prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**Posted Thursday, January 21, 2021**