



THE CITY OF ZANESVILLE
invites applications for the position of:

GIS Specialist

SALARY:	\$23.40 - \$31.20 Hourly \$48,674.93 - \$64,899.91 Annually
DEPARTMENT:	Public Service Engineering
OPENING DATE:	03/16/21
CLOSING DATE:	Continuous
POSITION DESCRIPTION:	

Please use the link below to apply:

<https://www.governmentjobs.com/careers/zanesville>

This is an appointed, unclassified position. Please attach a résumé, cover letter, and at least three references with contact information. Salary is commensurate with experience.

Posting will remain open until filled.

Position Qualifications

An appropriate combination of education, training, coursework, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is a Bachelor's degree in Geography or Information Systems from an accredited college or university or an Associate's degree with two (2) years of related experience in geographic information systems or any equivalent combination of education and progressively responsible experience with additional work experience. Analytical or project management experience with a public agency or consulting firm is desirable. Proficiency with ESRI products is required.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Licensure or Certification Requirements

State of Ohio Driver's License.

Distinguishing Job Characteristics

Under general supervision, provides professional and technical services in support and maintenance of the Geographic Information System (GIS) data layers and current City planning.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

- Assist in the preparation and delivery of the City's Engineering Division's goals and objectives.
- Recommends, administers, and enforces all GIS policies for the City of Zanesville.
- Collection of geographical information:

- Capturing the location of City 'assets' such as buildings, bridges, street lights, road barriers, utilities, and so on using GPS tools in the field for City use, partner agencies, and other local authorities.
 - Desk-based data capture (digitizing) to convert paper maps to GIS datasets, for example, to record the location of telecoms cables or water pipelines from original maps.
 - Oversees the GIS asset management program in collaboration with other City departments, office staff, and field workers.
- Storage, analysis, and presentation of geographical information:
 - Creating and maintaining the structures necessary for GIS data storage.
 - Developing the tools for loading/transferring GIS data between different systems.
 - Manipulation, analysis, and presentation of geographical information by creating programs to convert GIS information from one format to another.
 - Developing internet applications to present GIS data and tools on City website.
 - Using tools to join together different GIS datasets and create new information or investigate patterns using planning information for a variety of socioeconomic needs.
- Provide technical support to all city offices involved with the GIS software applications.
- Completes transportation planning work elements including Pavement Performance Management System.

Other Duties and Responsibilities

Promote and maintain safety in the workplace. Ensure adherence to security and data confidentiality guidelines and provide input on operational processes and procedures.

Provide onsite GIS support for emergency response drills and incidents. Perform general office duties. Attend meetings, conferences, seminars, workshops, and training classes to stay apprised of regional, state, and other information. Participate in updates to various municipal and county GIS layers related to planning efforts at both the city and county level for the City's Finance, Community Development, Treasurer, and Auditor's Offices. Perform related duties and responsibilities as assigned.

Scope of Supervision

May exercise technical and functional supervision over lower level staff and/or interns.

Equipment Operated

Microsoft Word and Excel, general office equipment.

Contacts with Others

Elected officials, staff, consultants, contractors, and the general public.

Confidential Data

Maintains confidentiality of nonpublic records and makes available all data and information deemed a public record by the Ohio Revised Code.

Working Conditions

Good working conditions but with occasional exposure to heat, cold, dampness, fumes, equipment noise, dirt, dust, and other conditions associated with construction. The employee must use standard safety precautions due to exposure to injury from work requirements.

Usual Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be constructed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently is required to sit and talk or listen; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and

arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Required Knowledge, Skills, and Abilities

Knowledge of:

- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis.
- GIS database administration and management principles, methods and techniques, including quality control methods and practices.
- Knowledge of GIS software tools and applications including but not limited to ArcGIS Desktop, ArcGIS Pro, ArcGIS Enterprise, ArcSDE, QGIS, and applications of MS Office Suite.
- Setup and maintenance of relational databases such as PostgreSQL or MySQL.
- Principles and practices of GIS analysis and design.
- Operation of a GPS collection unit.
- Basic knowledge of web development.
- Experience with Windows IIS Server.
- Familiar with one or more programming languages including JavaScript, Python, and/or SQL.

Ability to:

- Understand emerging GIS technologies and their application to improve City Services.
- Make sound decisions concerning GIS technologies as they apply to the City.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Prepare and present clear and well-organized written and oral reports to City Council, City administration, and other groups as required.
- Explain GIS-related technical issues and concepts to nontechnical staff.
- Use the internet, remote communications, and other advanced tools to increase productivity and perform job functions.
- Establish and maintain effective working relationships with peers, superiors, vendor representatives, and public clients.
- Work with various skilled staff from other departments or outside agencies.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.

Skill in:

- Skill in use of ESRI products.
- Planning, managing, and implementing GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coz.org>

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740-617-4877

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Position #00046
GIS SPECIALIST
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