



Now Hiring - Full-time Project Manager - GIS

The Project Manager - GIS provides senior level technical, analytical, and applications support in multiple functional areas requiring geographical information system (GIS) geospatial data and mapping resources. This position performs challenging technical tasks using ESRI, ArcGIS and AutoCAD software, MS SQL and/or other interactive application software to support the reliable operation of Public Works GIS, and Facility Management. Key responsibilities include project management; analyzing user requirements; creating, integrating and maintaining interactive GIS applications, GIS layers and City databases. Performs moderately demanding tasks to assist in the customizing of software and applications related to public utility operations. Work is performed independently under general direction.



Requirements

Compensation/Benefits

- Salary range \$68,116 to \$107,557, based upon experience
- Excellent wage and benefit package including but not limited to medical, dental, vision, life insurance, other voluntary benefits effective first day of employment
- Ohio Public Employee Retirement System w/3.5% pickup
- Education Assistance
- Earn vacation and sick leave benefits first day of employment
- Sick incentive and retention bonus
- Paid holidays and personal day
- Culture that supports a work/life balance

- Bachelor's Degree GIS, Geography, Computer Science, Mgmt IS or related field**
- Valid motor vehicle license issued by the State of Ohio required. Must meet insurability guidelines**
- Three or more years experience developing/integrating/implementing/maintaining GIS technologies applications, preferably in a government**
- **Specialized 4-year GIS degree may be substituted for some of the experience requirements**
- In addition, a minimum of three years of GIS experience in Water, Wastewater, and Stormwater with at least one year at a GIS Technician**



Come be part of our Mission

More information regarding the City of Wooster's Administration mission, strategic plan, current programs and information is available at <https://www.woosteroh.com/administration>

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>
Applications will be accepted until the position is filled.

** visit website for full job description and required qualifications.



THE CITY OF WOOSTER, OHIO IS NOW ACCEPTING APPLICATIONS FOR PROJECT MANAGER GIS

The Project Manager – GIS provides senior level technical, analytical, and applications support in multiple functional areas requiring geographical information system (GIS) geospatial data and mapping resources. This position performs challenging technical tasks using ESRI, ArcGIS and AutoCAD software, MS SQL and/or other interactive application software to support the reliable operation of Public Works GIS, and Facility Management. Key responsibilities include project management; analyzing user requirements; creating, integrating and maintaining interactive GIS applications, GIS layers and City databases. Performs moderately demanding tasks to assist in the customization of software and applications related to public utility operations. Work is performed independently under general direction.

MINIMUM QUALIFICATIONS: Qualified candidates must have a Bachelor's degree from an accredited college/university in Geographical Information Systems, Geography, Computer Science, Management Information Systems or other related field. Must have a valid motor vehicle license issued by the State of Ohio and meet insurability guidelines. Candidate should have three or more years progressively responsible experience in developing, integrating, implementing, and maintaining GIS technologies and applications, preferably in a government or similar institutional environment. A specialized 4-year GIS degree may be substituted for some of the experience requirements. In addition, a minimum of three years of GIS experience in Water, Wastewater, and Stormwater with at least one year at a GIS Technician position with a comparable utility or consulting firm. Candidates must have strong critical thinking, have the ability to adapt in a changing environment, and work independently. Advanced ability to operate a computer using Microsoft Office products.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. Applications will be accepted until the position is filled. Applicants are required to complete an application for consideration. Applicants are also encouraged to include a resume with their application.

EQUAL OPPORTUNITY EMPLOYER
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The City of Wooster

Job Description

An Equal Opportunity Employer

JOB TITLE:	Project Manager - GIS	CLASSIFICATION:	Unclassified
DIVISION:	Engineering	FLSA STATUS:	Exempt
DEPARTMENT:	Development	PAY SCHEDULE:	Management
POSITION CONTROL:		PAY GRADE:	6
REPORTS TO:	Engineering Manager	PAY RANGE MINIMUM:	\$ 68,116
SUPERVISES:	Engineering/GIS Technicians	PAY RANGE MAXIMUM:	\$ 107,557

Job Summary

The Project Manager – GIS provides senior level technical, analytical, and applications support in multiple functional areas requiring geographical information system (GIS) geospatial data and mapping resources. This position performs challenging technical tasks using ESRI, ArcGIS and AutoCAD software, MS SQL and/or other interactive application software to support the reliable operation of Public Works GIS, and Facility Management. Key responsibilities include project management; analyzing user requirements; creating, integrating and maintaining interactive GIS applications, GIS layers and City databases. Performs moderately demanding tasks to assist in the customization of software and applications related to public utility operations. Work is performed independently under general direction.

Essential Job Functions and their Measure

1. Responsible for providing senior level GIS technical, analytical, and applications support
 - a. Assists Department Engineers with the development of interfaces required for engineering analysis and planning using the GIS databases and associated software.
 - b. Performs queries and data analysis of GIS database to create reports on water, wastewater and storm water facilities and infrastructure.
 - c. Develops, updates and improves the GIS layers, edits features and attributes in the GIS using ArcMap, and makes modifications to the geo database to meet current needs within the Utilities Department and for other internal users.
 - d. Assists in the maintenance and integrity of a versioned Enterprise GIS database and execute related changes to associated schema.
 - e. Works with Department staff; Engineering, Water, Wastewater, Stormwater, Zoning/Planning and Administration; and GIS Technicians in the development of utilities standard designs, procedures, and practices.
 - f. Maintains metadata for various GIS features classes, QA/QC of utility data before posting to the GIS system, and field data collection using ESRI and Leica GPS hardware and software.
 - g. Creates customized mapping processes to automate map production using ArcGIS Pro, ArcGIS Online, and Python scripting.
 - h. Participates in GIS coordination with other Departments and local agencies in data layer sharing and development of standardized products and procedures including acquisition of additional or updated data/imagery.
 - i. Performs GIS software installations, mapping, database development, computer programming, GIS specific computer troubleshooting.
 - j. Determines annual department GIS and AutoCAD software licensing requirements and budgetary needs.
 - k. Designs and develops custom software code for GIS applications.
 - l. Performs conversions of various surveys, maps, and databases into suitable GIS formats and vice versa.
 - m. Integrates the City's GIS database into vendor supplied solutions.
 - n. Conducts user needs assessments and recommends implementation of GIS needs and development of future GIS related products.
 - o. Prepares drawings, details, profiles, maps and design documents for utility systems using ArcMap or AutoCAD when required by Department.
 - p. Designs, develops and maintains Public Works GIS database schemas and documentation.
 - q. Implements and customizes ArcGIS Solutions to both ArcGIS Online and Enterprise deployments to provide needed functionality to Engineering and other public works divisions.

- r. Manages ArcGIS Online and Enterprise Portal, GIS Servers, Datastores, Enterprise GIS Databases (MS SQL based), Web Adapters and Licensing Servers.
 - s. Evaluates, tests, and coordinates GIS software updates/deployment for ArcGIS Pro, Fieldmaps, Survey123, and other GIS user based applications.
 - t. Tests and coordinates with IT for the maintenance, patches and updates of GIS Enterprise server deployment and management of data resources pertaining to GIS.
 - u. Assists in designing, developing, and implementing GIS workflows.
 - v. Uses drafting software such as AutoCAD for in-house project designs
 - w. Responsible for the development of plans and procedures for effective integration or transfer of GIS data from various sources into usable databases.
 - x. Establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
2. Responsible for coordination with other City divisions and outside entities
 - a. Works with other divisions within the City on GIS projects and updates
 - b. Works with outside entities (Wayne County Auditor, Wayne County Engineers, Wayne County Health Department, USPS, Ohio EPA, etc) to share data and collaborate on multi-jurisdictional GIS projects
 3. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of projects/assignments to City Engineer / Director of Administration
 - b. Responsible for completing all records and reports as required
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information effectively, accurately and timely
 4. Demonstrates commitment to further education and process improvement
 - a. Attends various seminars, conferences, classes or in-services to increase knowledge and skill
 - b. Attends and actively participates in meetings as required (e.g., department managers' meetings, City Council Meetings, etc.)

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- Bachelor's degree from an accredited college/university in Geographical Information Systems, Geography, Computer Science, Management Information Systems or other related field
- Valid motor vehicle license issued by the State of Ohio required. Must meet insurability guidelines.
- A specialized 4-year GIS degree may be substituted for some of the experience requirements

Work Experience

- Three or more years progressively responsible experience in developing, integrating, implementing, and maintaining GIS technologies and applications, preferably in a governmental or similar institutional environment
- In addition, a minimum of three years of GIS experience in Water, Wastewater, and Stormwater with at least one (1) years at a GIS Technician position with a comparable utility or consulting firm

Knowledge, Skills & Abilities Required

- Knowledge of current GIS technologies, programming languages, and software solutions applied to public sector geospatial data development, maintenance, and administration
- Knowledge of principles, tools and techniques utilized in systems analyses and the integration of relational database elements and applications
- Knowledge of data, document, and file conversion methods, tools, applications, and techniques utilized in GIS database development and maintenance
- Working knowledge of server implantation and management in a Microsoft environment including Microsoft Server, SQL, Active Directory, User/Group Permissions, File Shares and other backend applications pertaining to GIS sufficient to coordinate with IT and other consultants.
- Skill in application of principles and techniques utilized in GIS systems analyses and geodatabase management and administration
- Skill in critical thinking for issues resolution and process improvement recommendations
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events

- Skill in working independently and following through with assignments with minimal direction
- Advanced ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software
- Ability to establish and maintain accurate, organized and detailed documentation and files for ready access and retrieval
- Ability to articulate, demonstrate and train others concerning current standards and best practices as applied to GIS systems analyses, applications development, and geodatabase administration
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to communicate effectively verbally and in writing

Physical Requirements

- Frequently lift/push 2-19 pounds; occasionally lift/push 20+ pounds
- Ability to regularly talk or hear, see, stand, use fingers/hands/arms to feel objects, tools or controls
- Ability to frequently bend, stand, walk, climb stairs, work in awkward or confined positions
- Ability to occasionally stoop

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____