



*Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT*

**POSITION: GIS Assistant – Temporary Position**  
Public Works Department

*Duties include but are not limited to:*

Provides technician level support for a multi-departmental Geographic Information System (GIS). Use GIS and GPS technology to develop, maintain and enhance Public Works infrastructure GIS data. (Job Description attached.)

**Monthly Salary Grade:** Hourly-\$12.00

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Basic knowledge of the principles of Geographic Information System (GIS) theory and application. Basic knowledge of the principles of Global Positioning Systems (GPS) theory and application. Thorough understanding of the Windows operating system environment and the ability to function and interface with Windows based software.

**Desirable Requirements:**

Ability to work independent of or with minimal immediate supervision.

**Special Requirements/Licenses:**

Possession of, or must obtain, a valid Oregon Drivers' License within 30 days of hire. Must have a safe driving record.

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: Charlene.V.Miller@state.or.us

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST**

(indicating why you want to be considered for this position) must be received by the above Employment Office no later than 5:00 PM, Friday, October 19, 2007. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening, a thorough criminal history investigation, and an FBI background check.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Brandon Linville) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to move forward in the testing process will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, or following the completion of a test component, it is likely you have not been selected to move forward.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** GIS Assistant – Temporary Position  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Hourly-12.00  
**EMPLOYEE GROUP:** Temporary

### **PURPOSE OF POSITION:**

Provides technician level support for a multi-departmental Geographic Information System (GIS). Use GIS and GPS technology to develop, maintain and enhance Public Works infrastructure GIS data.

### **ESSENTIAL JOB FUNCTIONS:**

Develop and maintain Public Works GIS infrastructure datasets using ArcGIS and AutoCAD software.

Develop and maintain Public Works/Transportation Division Street Sign and Pole GIS dataset.

Use Pathfinder Office GPS software to develop data dictionary for collection GPS data.

Collect Street Sign and Pole inventory data using Global Positioning Satellite (GPS) equipment.

Import GPS data into existing geo-database or shapefile formats using GIS and GPS office software.

Provide project progress reports Sign and Pole inventory to City GIS staff.

Maintain metadata for GIS data.

Create and edit Public Works related GIS maps.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High school diploma or equivalent; Basic knowledge of the principles of Geographic Information System (GIS) theory and application. Basic knowledge of the principles of Global Positioning Systems (GPS) theory and application. Thorough understanding of the Windows operating system environment and the ability to function and interface with Windows based software.

#### **Special Requirements/Licenses:**

Possession of, or must obtain, a valid Oregon Drivers' License within 30 days of hire. Must have a safe driving record.

#### **Desirable Requirements:**

Ability to work independent of or with minimal immediate supervision.

### **SUPERVISION RECEIVED:**

Work is performed under the general direction of the GIS Analyst.

### **SUPERVISORY RESPONSIBILITIES**

Supervision is not normally a function of this position. Employee may assist in operational procedures to other employees.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee frequently lifts and/or moves 50 pounds and occasionally lifts and/or moves 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and other equipment.

**TOOLS & EQUIPMENT USED:**

Computer including Word processing and spreadsheet programs, telephone system, GIS software applications (ESRI), CAD (AutoDesk), and related database systems. This position requires the use of City vehicles.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee normally works in an office setting, and mostly performs work in outside weather conditions which may require exposure to wet and/or humid conditions, extreme hot or cold temperatures, fumes or airborne particles, and glare from computer monitor screens.

The noise level in the office environment is usually quiet. The field environment noise level is usually quiet to moderate.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Chris Doty*  
Public Works Director

*Sharon Harris*  
Human Resources Director

*September 24, 2007*  
Date

**ADOPTED: September 24, 2007**