



POSITION: GIS Technician
Public Works Department

Duties include but are not limited to:

Providing 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. Assist the GIS Analyst with training, program development and implementation. Job description attached.

SALARY

RANGE: Grade 12: \$3,228 - \$3,968 per month. Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

MINIMUM

QUALIFICATIONS:

Graduation from an accredited technical school or community college with major studies in geographic information systems or closely related field, or a minimum of three (3) years of experience and training in a full range of GIS applications to include ArcGIS and AutoCAD experience, or any equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

DESIRABLE

REQUIREMENTS:

Knowledge of the principles of civil engineering in relation to a municipal infrastructure systems. Excellent interpersonal communication skills and the ability to integrate into a diverse and dynamic workplace.

SPECIAL

REQUIREMENTS:

Possession of, or ability to obtain, a valid Oregon Drivers' License and a safe driving record.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

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 all be received by the above Employment Office no later than 5:00 PM, Friday, April 21, 2006. Faxes are acceptable if received by the deadline and are complete.

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 (Sharon Harris) 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 be interviewed 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, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

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

**City of Redmond Employee Association (COREA)
affiliated with AFSCME Council 75**

Disclosure Statement

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position with the Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Association or mutually agreeable member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

More detailed and specific information may be obtained from the COREA President.

Updated: 2/1/05



CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: GIS Technician
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 12
EMPLOYEE GROUP: Association / Represented

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. Assist the GIS Analyst with training, program development and implementation.

ESSENTIAL JOB FUNCTIONS:

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

Develop and maintains City wide municipal spatial and tabular data.

Facilitate interdepartmental data sharing through a GIS interface.

Import financial software (HTE) data into geodatabases and manages relationships with existing GIS datasets.

Collect infrastructure data using Global Positioning Satellite (GPS) equipment. Import GPS data into existing geodatabase or shapefile formats using GIS and GPS office software.

Maintain metadata for GIS data.

Interpret asbuilt drawings and transcribe information to GIS database.

Design, publish and maintain complex maps using ArcMap and AutoCAD software.

Interact with public, providing mapping and data distribution services.

Provide project support through GIS spatial analysis.

Monitor and evaluate processes and scripts for automated data manipulation and management.

Manage ArcReader/ArcPublisher projects and support requests for these projects

Facilitate data sharing between City and cooperating agencies.

Provide computer software and hardware support for departmental staff.

Assist in researching and managing software and maintenance agreements.

Assist in the GIS data migration from personal geodatabase data format to ArcSDE and a Sequel Server RDBMS.

Assist in the development and maintenance of internet mapping service.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Graduation from an accredited technical school or community college with major studies in geographic information systems or closely related field, or a minimum of three (3) years of experience and training in a full range of GIS applications to include ArcGIS and AutoCAD experience, or any equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

Desirable Requirements:

Knowledge of the principles of civil engineering in relation to a municipal infrastructure systems. Excellent interpersonal communication skills and the ability to integrate into a diverse and dynamic workplace.

Special Requirements/Licenses:

Possession of, or ability to obtain, a valid Oregon Drivers' License and a safe driving record

SUPERVISION RECEIVED:

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

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.

Work is performed mostly in office settings. Some outdoor work is required in the GPS data collection, surveying and/or inspection of various project sites. Hand-eye coordination is necessary to operate computers and other equipment.

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.

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 is occasionally exposed 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 work environment is usually quiet to moderate, but may be exposed to loud working environments.

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 employee 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.

Adopted:

Revised: