GEOGRAPHIC INFORMATION TECHNICIAN II

Recruitment #1603-1833DC-001

List Type Original
Requesting Department DOA - INFO & TECH MGT DIV
Open Date 6/8/2016 2:30:00 PM
Filing Deadline 7/8/2016 11:59:00 PM
HR Analyst Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

You studied Geographic Information Systems (GIS) at the university and then worked for several years honing your automated mapping skills – perhaps you are now ready to make use of your education and experience in the field you enjoy so much as part of the City of Milwaukee's well-recognized GIS team!

Under the direction of the GIS Developer-Project Leader, prepare and deliver maps to requesting City departments as well as prepare and maintain land use related graphic information for the City. Responsibilities include acquiring, assessing, validating, processing, and maintaining geographic information and preparing data for displaying in presentation-quality maps. In addition, perform data extracts by writing database queries.

ESSENTIAL FUNCTIONS

- Provide custom map products and plots as requested. Document procedures used to prepare maps and related data sets.
- Assist in maintaining City parcel and address data using and interpreting primary source data from the Office of the Assessor, the Department of Public Works (DPW) Environmental Engineering Section, and the Department of Neighborhood Services.
- Provide software support for City GIS users, including assisting with questions related to software usage, installing software, and troubleshooting problems.
- Maintain City land-use maps, tax maps, the City's DIME file (Milwaukee's street centerline dataset), and other administrative and political boundary files using both ESRI ArcMap and Bentley MicroStation.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Bachelor's degree with significant coursework in GIS, automated mapping, geography, cartography, land engineering, or a closely-related field from an accredited college or university. *Equivalent combinations of education and experience may also be considered. For example, an associate's degree plus two years of experience performing duties closely related to the essential functions listed above – such as creating maps and editing data using ESRI's ArcMap software – is considered equivalent.*

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Unofficial copies are acceptable. Your transcript must be legible and include your name, name of the institution, degree completed (if applicable), and completion date.

DESIRABLE QUALIFICATIONS

- Experience in Microstation or AutoCad.
- Experience writing SQL queries.
- Experience using basic Python or Visual Basic Scripting Edition (VBScript) functions.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of GIS, automated mapping, and geography principles and practices.
- Expertise in the use of ESRI ArcMap software and extensions; ability to learn ArcGIS Online.
- Ability to capably perform various mapping and data assignments.
- Skill in using standard computer applications such as the Internet, word processing, spreadsheet, and database.
- Ability to read and interpret technical work-related documents.
- Knowledge of basic mathematics and ability to make accurate calculations.
- Interpersonal and customer service skills.
- Ability to work as part of a synergistic professional team and carry out routine assignments without detailed supervision.
- Analytical and problem-solving skills.
- Oral and written communication skills.
- Ability to provide training and clearly explain complex GIS concepts to non-technical users.
- Ability to provide thorough and accurate documentation and reporting of work processes.
- Time management and organizational skills.
- Ability to stay abreast of best practices in GIS and automated mapping through on-going continuing education activities.

CURRENT SALARY

THE CURRENT STARTING SALARY (PR 3FN) for City of Milwaukee residents is **$38,508** annually, and the non-resident starting salary is $37,563.

The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of Administration reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **July 8, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: www.milwaukee.gov.jobs. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.