

DEPARTMENT OF HUMAN RESOURCES

GIS Aide

Salary: \$9.00 - \$12.00 Hourly

Status: Temporary/Seasonal

Reports to: GIS Administrator

DEFINITION:

Under general supervision, performs entry level technical duties related to the creation, development, and maintenance of the City's geographic information system (GIS).

RESPONSIBILITIES:

Collects, creates, and maintains all types of geographic data using the methods and standards approved by the GIS administrator.

Creates custom requested maps and products for the GIS Division, other departments within the city, the general public, and for other agencies as needed.

Performs basic analysis and review of GIS data to verify the integrity and accuracy of the data.

Responds to department and public requests for spatial data.

May be responsible for the collection of data in the field using GPS units or mobile devices.

May be asked to assist with software installations, upgrades, and maintenance as well as basic GIS training for other city employees.

QUALIFICATIONS:

Graduate (or pursuing a college degree) in planning, civil engineering, geography, or computer science.

Familiarity with data collection methods and cartographic concepts.

Demonstrated ability to work productively with others.

Excellent written and oral communication skills.

Attention to detail and ability to focus on repetitive tasks.

Familiarity with Python and/or other GIS programming languages preferred.

Knowledge of SQL Server, relational databases and database principles preferred.

ESSENTIALS:

Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive list of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

BENEFITS:

Benefits are not available to Temporary/Seasonal employees.

APPLY AT:

Send Resume to chuck.shaw@loganutah.org