



City of South Bend

Vacancy Announcement

GIS SPECIALIST - SENIOR
Position available on or after January 1, 2019

Category: Full Time
Department: Innovation & Technology
Reports To: Manager-Data & GIS
Schedule: Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on departmental needs.
Pay Rate: \$47,000-\$52,000/yr. (Non-Exempt)

Position: **SUMMARY**

Assist Manager-Data & GIS to establish and implement standards and procedures for databases, schemas, data, and assist with associated software and hardware. Participate in projects and technical training and support for various city departments and other utility organizations.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Support and maintain data governance including policies and best practices including coordinating and following data standards.
- Monitor and assess database and application systems.
- Understand data schemas and how they are set up for various departments.
- Participate in technological training and support for city wide departments pertaining to data standards.
- Understand implications of new applications and processes on legacy data and/or applications performance.
- Help with data maintenance of various systems in conjunction with other departmental subject matter experts including backups.
- Help with application set up for various departments.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree required. Experience will also be considered in lieu of education.
- Minimum 2-4 years of data management experience

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of databases (MS SQL, MySQL, PostgreSQL) and database transactions.

- Knowledge of Geographic Information Systems (GIS) (ArcGIS for Desktop and Server) and AutoCAD.
- Availability to work off-hours for maintenance and upgrading of IT systems.
- Strong project management skills.
- Ability to work in a fast-paced environment with competing priorities.
- Desire to produce quality work in a team environment.
- Strong customer service and problem-solving skills.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.
- SQL scripting experience preferred.
- Willingness to learn new data gathering and data management technologies like, but not limited to, GPS field equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License.

EQUIPMENT

Desktop computer and all office equipment, G.P.S. Surveying Equipment including software, and other tools relevant to the fulfillment of data needs at the City.

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 frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment and in the field occasionally. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-employment drug screen required