



Senior GIS Specialist

Department:	Water Works	Rate of Pay:	\$42,278 - \$44,278
Location:	830 N. Michigan St.		
Shift:	Days	Hours:	7:00 a.m. – 3:30 p.m. M-F
Posting Date:	10/15/12	Closing Date:	10/19/12

SUMMARY

Responsible for developing and maintaining the Utility (Water, Sewer, and Storm Sewer) data on the larger City of South Bend GIS system. This position will work closely with the GIS Manager in coordinating services and information but will report to the Director of Water Works. Employee will be responsible for all graphics and corresponding data used for the production of Utility maps. This position will also assist in the collection of field data using GPS and other technologies, the training of utility staff to properly use various GIS products, and supporting the Utility departments with their geospatial data.

JOB DUTIES

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

Application development for Utility departments. Provides technical support for Utility departments. Continues the development and maintenance of databases and metadata. Develops, coordinates and enforces work flow and standards. Monitors system performance. Supports GPS data acquisition. Produces thematic maps and web maps. Maintains the GIS data for the St. Joe Valley Metronet. Assume additional responsibilities as requested.

EDUCATION AND EXPERIENCE

Any combination equivalent to four years of college and/or specialized training in Geographic Information Systems and cartography.

KNOWLEDGE, SKILLS, ABILITIES

Proficiency required for ArcGIS for Desktop 10x, ArcGIS for Server, and any other Esri software product. Ability to use the following software: AutoCAD 2013, Excel, Word, Access and Pathfinder Office. Experience with Python scripting is a plus. Prior GPS experience is desirable. Experience with water or wastewater utilities is desirable but not required. Ability to take a conceptual design and produce a finite product with minimal guidance.

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 mostly performed in a normal office environment, but the employee will be required to work occasionally outdoors, including in adverse weather conditions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk and use hands and fingers to handle or feel objects, tools or controls and reach with hands and arms. The employee

is occasionally required to climb, balance, stoop, crouch or crawl. Specific vision abilities required in this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:

Ability to obtain GISP certification with the GIS Certification Institute (GISCI) within one year of hire.

DRUG SCREENING REQUIRED

CRIMINAL BACKGROUND CHECK

Apply no later than 10/19/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601 or to apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.