

GIS Technician (Regular Part-Time)

Closes March 23rd, 11:59 pm Eastern



Apply Now!

To apply and for more information about the position, <https://bton.in/GISJP>

For more information about the ITS department, <https://bloomington.in.gov/departments/its>

About the position

The GIS Technician assists the GIS Manager in a variety of routine Geographic Information Systems (GIS) functions, including geospatial data collection, entry, analysis, processing, and maintenance for the City of Bloomington and the Information & Technology Services Department. If this sounds like you, please apply today to join our exciting team working for the people of Bloomington!

About ITS

Beyond tech support: Modern governments need a broad range of information technologies to serve their constituents. From computers, software, and computer training for city employees to the city's Geographic Information Systems and a fiber optic ring called the Bloomington Digital Underground, the ITS Department makes sure our sister departments are equipped with the tools they need to serve the public.

City Benefits

We offer an excellent benefits package to regular full-time and part-time employees, including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and personal time off.

- Eligible employees receive 13 paid holidays per year. They may earn up to 4 weeks (160 hours) of Paid Time Off in their first year of employment and 5 weeks (200 hours) in their second calendar year of employment.
- The City contributes 100% of the 14.2% of a regular employee's salary to their retirement fund through the Indiana Public Retirement System (INPRS). Employees may contribute additional pre-taxed dollars to a 457(b) Deferred Compensation Plan account to supplement their retirement earnings. The City will contribute double the amount of the employee's 457(b) contribution to a 401(a) account, up to \$30 per pay period.
- Health, vision, and dental insurance premiums are subsidized by the City and are available on day one of employment to regular employees. Employees may elect the High Deductible Insurance plan with the City providing an HSA contribution and if the employee is a non-smoker or participating in the Tobacco Cessation program, the employee's only plan is at no cost to the employee.
- Employees and their dependents (ages 3 and up) who are on the City's health insurance may utilize the City Employee Health Clinic.
- Employee Tuition Reimbursement Plan.*
- Employees may receive over \$2,400 per year in HSA contributions and wellness reimbursements, insurance discounts, and incentives.
- The City offers life insurance, accidental death and dismemberment, and long-term disability insurance at no cost to employees. Employees may elect voluntary term life and short-term disability insurance.
- After 1 year of employment, six weeks of paid parental leave are available to eligible employees.
- Student Loan Forgiveness: The City of Bloomington is an eligible employer for the Public Service Loan Forgiveness program. The PSLF Program forgives the remaining balance on Direct Loans.*
- City Employees can participate in the Sustainable Commuter Incentive program for financial incentive.
- City Employees are able to ride the Bloomington Transit for free.

NOTE with * then Conditions and restrictions apply.

Job Description

Position: GIS Technician

Department: Information & Technology Services

Job Type: Regular Part-Time (30-39 hrs/week; with benefits))

FLSA: Non-Exempt

Salary: \$27.55 - \$31.68 Hourly

Schedule: Monday - Friday, 8 am - 5 pm, on the rare occasion of some evenings and weekends.

This position is eligible for some telework for one day a week after the standard three-month probation.



Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (Primary)

- Collects, creates, processes, and maintains spatial data and associated attributes for use within the City's GIS as assigned.
- Performs routine GIS data entry, analysis, and maintenance and provides quality control checks to ensure the accuracy and completeness of data.
- Integrates data from asset management programs, aerial photographs, as-built drawings, and field data collection to provide end users with accurate mapping and attribute information.
- Operates and maintains GIS-related equipment, including large format printers, field data collection units, UAVs, etc.
- Produces maps and other analytical products in response to requests from GIS staff and the public.
- Documents GIS data, files, and procedures, following standards set by the GIS staff.
- Periodically conducts field data collection of City assets.
- Takes all reasonable steps to maintain a safe work environment

Non-Essential (Secondary)

- Respond to data requests from GIS staff and City Departments.
- Performs related duties as assigned.

Job Requirements

- Associates degree in a related field, such as computer or information science, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- One year experience with ESRI ArcGIS suite of products, preferred.
- Experience with computer graphics, computer-aided design, and/or relational database management systems, preferred.
- Knowledge of Geographic Information Systems and database management. Ability to enter map information from a variety of sources and manipulate data for geographic analysis.
- Ability to legally operate a motor vehicle.

Difficulty of Work and Personal Work Relationship

Received

- Position will receive general assignments and instructions from the GIS Manager, with work reviewed both in process and upon completion for accuracy, methodology, and usefulness for the intended purpose.
- Reports directly to the GIS Manager.

Exercised

- Discretion, attention to detail, and independence of action are necessary to implement, operate and maintain the GIS and in the determination of best procedures to produce the most effective and efficient use of the City's GIS. Unusual situations may be discussed with superior at the person's discretion.

Difficulty of Work

- Incumbent performs a broad range of duties that require an understanding of a large number of different, interconnected systems.
- Work is often performed in a modern office environment with no unusual physical demands. However, work regularly requires travel to outdoor and offsite locations throughout the City and County for the purpose of data collection, quality control, project management/monitoring, and UAV operations.

Personal Work Relationships

- Position may have contact with the general public, department superiors, and other project team members, including consultants, vendors, and other governmental agencies involved with the City's GIS.

ANYONE WISHING TO APPLY FOR THIS POSITION WHO DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230, BLOOMINGTON, IN 47404).

AN EQUAL OPPORTUNITY EMPLOYER

La Igualdad De Oportunidades De Empleo Es La Ley.

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status or disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.