Position Summary: Under the general supervision of the GIS Coordinator, this GIS employee will be creating and editing public works related data and assisting with public works related GIS projects.

Essential Duties: Data maintenance using GIS software; gather, analyze, and integrate spatial data from engineering consultants; compile geographic data from a variety of sources including engineering as-builds, field observations, aerial photographs, and existing maps; update spatial features and attributes to database, applying additional knowledge of spatial feature representations and engineering drawing standards; enter new map data through use of geo-referencing techniques or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitudes, elevation, topography, and map scales; operate GIS system hardware, software, plotters, and printers; convert data between AutoCAD and common GIS formats.

Qualifications: The ideal candidate will possess a degree or certificate in GIS, Engineering, Geography or related field. Knowledge of public works infrastructure and concepts related to management of public works systems. A minimum of one year of related experience is preferred. Equivalent experience will be considered in lieu of a degree.

Knowledge of:
Knowledge of software - proficiency with ArcGIS Desktop 10.x, ArcGIS Pro, ArcGIS Online, and AutoCAD; and supporting software such as Excel, Access.
Knowledge of geography and various methods and references common to GIS applications, such as coordinate systems, coordinate geometry (cogo), and mapping standards.

Skill in:
Skill in communication, written, oral and cartographic communication and ability to convey GIS/spatial information to non-GIS/technical people clearly.
Skill in analytical and problem solving using the GIS suite of tools.
Skill in gathering and ordering information and identify essential information, validate information, and apply spatial rules to the data.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed. Must be able to work at a computer for the majority of the time performing job duties.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person, over the radio and the telephone in English.
Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. July 9th, 2021.

Send application/resume to:
City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1284  (928) 777-1347 (800) 748-6205  TDD (928) 777-1100  Fax: (928) 777-1213
Email: hr@prescott-az.gov  Visit our website at www.prescott-az.gov
EEO/M/F/V/H/D/NSA  Posted: June 11th, 2021