



**CITY MANAGER'S OFFICE**  
CITY OF NEWARK

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7035 · [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

**POSTED: August 26, 2016**

**GIS Technician**

The City of Newark is looking for a skilled, entry level technician to build upon its GIS operations. This full-time, technical position is primarily responsible for the input, verification and dissemination of data related to the City's Geographic Information Systems (GIS) database. This position is also responsible for the performance of a variety of tasks for office support. The work is performed according to prescribed guidelines and under limited supervision. Working knowledge of CAD and GIS Systems including, but not limited to, Auto CAD and ArcGIS. Bachelor's Degree in GIS, Computer Science, Engineering or related field preferred. Must be able to achieve ESRI ArcGIS Desktop Professional certification within one year of start date. Annual salary range is \$48,291- \$61,104 plus excellent fringe benefits.

Interested individuals can review a full job description online and need to complete an application at [www.cityofnewarkde.us/jobs](http://www.cityofnewarkde.us/jobs) by 4 p.m. Friday, September 9, 2016. EOE.



## City of Newark, Delaware GIS Technician

<b>Job Title:</b>	GIS Technician		
<b>Employee Classification:</b>	CWA	<b>Emergency Status:</b>	Non-Emergency Essential
<b>Department:</b>	Administration	<b>Salary Grade:</b>	14
<b>Division:</b>	Information Technology		
<b>Nature of Work</b>			
<p>This technical position is primarily responsible for the input, verification and dissemination of data related to the City's Geographic Information Systems (GIS) database. This position is also responsible for the performance of a variety of tasks for office support. The work is performed according to prescribed guidelines and under limited supervision.</p>			
<b>Illustrative Examples of Work</b>			
<ol style="list-style-type: none"> <li>1. Manage GIS database content for various datasets.</li> <li>2. Verify and input field generated updates to GIS database.</li> <li>3. Work with City GIS Coordinator to verify all data complies with City standards.</li> <li>4. Prepare reports, plots and prints for use within various city departments.</li> <li>5. Provide data to the public as requested.</li> <li>6. Prepare presentation documents from GIS maps as required for public hearings.</li> <li>7. Perform other related duties as required.</li> </ol>			
<b>Employment Standards</b>			
<b>Experience:</b>			
<ol style="list-style-type: none"> <li>1. Working knowledge of CAD and GIS Systems including, but not limited to, AutoCAD and ArcGIS.</li> <li>2. Remain current on trends and programs related to the position through publications, seminars and education.</li> <li>3. The ability to understand and follow verbal and written instructions.</li> <li>4. The ability to establish and maintain effective working relationships with City employees, elected officials, and the general public.</li> <li>5. Tact, courtesy, integrity and dependability.</li> <li>6. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards.</li> </ol>			
<b>Education and Certification:</b>			
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in GIS, Computer Science, Engineering or related field preferred.</li> <li>2. Possession of a valid driver's license.</li> <li>3. Must be able to achieve ESRI ArcGIS Desktop Professional certification within 1 year of start date.</li> </ol>			
<b>Essential Job Standards</b>			
<ol style="list-style-type: none"> <li>1. Ability to sit, stand and kneel for an extended period of time in an administrative environment.</li> <li>2. Ability to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.</li> </ol>			
<b>Approved By:</b>			
<hr style="width: 80%; margin: 0 auto;"/> City Manager		<hr style="width: 80%; margin: 0 auto;"/> Date	