SANITARY DISTRICT
OF MICHIGAN CITY

DATE: May 4, 2017
RE: Job Posting – GIS Technician

This is to advise that the Sanitary District is seeking a Geographic Information System (GIS) Technician. The position will provide technical and project management support on various GIS projects; provide training and technical support for computer equipment and related networks to District and City staff; and perform other related tasks as required. This position will also require coordination and work with other Michigan City Departments to ensure uniform implementation and maximum beneficial use of GIS elements throughout the City.

A Bachelor of Science Degree in Earth Science, Geography, Computer Science, Engineering, Urban Planning, or related discipline or an Associate or Technical Degree, in same majors, may be considered acceptable, with at least (3) years of full-time experience performing computer mapping, engineering, community planning, surveying, property assessing, or architectural work with a focus on GIS. A valid driver's license is required.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City or at http://www.mcsan.org/GIStech-packet.pdf.

Please attach your resume to your application. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, May 19, 2017.

SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: GIS Technician _____   Today's Date: _____

Are you seeking: Full-Time ☐   Part-Time ☐   Temporary/Seasonal ☐   employment?   Start Date: _____

Last Name	First Name	Middle Name	Telephone Number

Present Street Address	City	State	Zip

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.)   Yes ☐   No ☐
If hired, can you furnish proof you are eligible to work in the U.S.?   Yes ☐   No ☐

Social Security Number (optional) _____

Have you ever applied here before?   Yes ☐   No ☐   If yes, when?_____
Were you ever employed here?   Yes ☐   No ☐   If yes, when?_____

Have you ever been convicted of any law violation (except a minor traffic violation)?   Yes ☐   No ☐
If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment?   Yes ☐   No ☐
If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license?   Yes ☐   No ☐
Driver's License Number:_____   Class of License_____

Have you had your Driver's License suspended or revoked in the last three (3) years?   Yes ☐   No ☐
If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status)._____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/ Certificate	Subjects Studied
High School or GED:			
College or University:			
Vocational or Technical:			

What skills or additional training do you have that relate to the job for which you are applying:_____

What machines or equipment can you operate that relate to the job for which you are applying:_____

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: To:
CITY, STATE, ZIP		PAY Start: $ Final: $
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: To:
CITY, STATE, ZIP		PAY Start: $ Final: $
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

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CITY, STATE, ZIP		PAY Start: $ Final: $
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name: Yes ☐   No ☐
If yes, give details. _____

Are you presently employed?   Yes ☐   No ☐
If yes, whom should we contact? _____

Have you ever been fired from a job or asked to resign?   Yes ☐   No ☐
If yes, please explain. _____

List three references, not relatives or former employers:
Name: Address   Phone

_____

_____

_____

POSITION: Geographic Information System (GIS) Technician
DEPARTMENT: Information Technology Department

DEFINITION AND NATURE OF POSITION:

The position will provide technical and project management support on various GIS projects; provide training and technical support for computer equipment and related networks to District and City staff; and perform other related tasks as required. This position will also require coordination and work with other Michigan City Departments to ensure uniform implementation and maximum beneficial use of GIS elements throughout the City.

SUPERVISION RECEIVED & EXERCISED:

The GIS Technician receives supervision and technical direction from the Director and Assistant Director of the Information Technology Department. The GIS Technician will provide guidance and supervision to personnel and consultants engaged to accumulate data to be incorporated into the City's GIS system.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Provide technical and project management support on various projects, including: GIS data acquisition; Parcel base map; integrated GIS database with multiple layers; Internet mapping; user needs assessment; system administration; manage and utilize GIS resources; coordinate database and application development; plan/budget/implement GIS projects; and report to the Information Technology Director and the General Manager on projects.
- Design and manage GIS access Intranet/Internet systems.
- The GIS Technician has overall responsibility for ensuring that key GIS work elements - including: database, infrastructure, applications, training, and staff resources - are created, managed, maintained, used, and enhanced to meet specified needs, objectives, and requirements.
- This position will also require coordination and work with other Michigan City Departments to ensure uniform implementation of GIS elements throughout the City and provide GIS maps and products to City personnel and, consistent with City policies, the public and businesses.
- Perform and assist in the installation, monitoring and maintenance of desktop personal computers, network systems, and telecommunications systems.
- Provide technical support system users by answering questions, providing instruction in the operation of the system and its components, and troubleshooting problems.
- Maintain knowledge of current and upcoming desktop technology and applications and implement as appropriate.
- Provide technical and functional coordination to contract consultants as appropriate.
- Perform backup and restoration procedures on network servers and desktop computers.
- Perform related duties as required.
- Willingness to work overtime and staggered work schedule, as required, to complete assigned tasks.
- Display an understanding for the need of confidentiality and maintains confidentiality.

DESIRED EDUCATION, SKILLS, KNOWLEDGE, AND EXPERIENCE

Education:
- Bachelors Degree in Earth Science, Geography, Computer Science, Engineering, Urban Planning, or related discipline.
- An Associate or Technical Degree, in same majors, may be considered acceptable, with at least (3) years of full-time experience performing computer mapping, engineering, community planning, surveying, property assessing, or architectural work with a focus on GIS.

Primary Skills and Knowledge (GIS):
- Ability to implement government GIS applications especially in such areas as planning, engineering, public safety, and environmental policy.
- Ability to develop schedules and manage complex information technology projects.
- Ability to implement and manage the gathering and inputting of data into the GIS system.
- Ability to create databases and to maintain operations within SQL, Access, and ESRI's Arc software, including: database creation in SQL Server; creation and management of user profiles and permissions.
- Excellent knowledge of ESRI ArcDesktop and ArcServer products and suites and the ability to fluently use these products.
- Ability to create and execute SQL queries
- Knowledge of python programming language
- Familiarity with loading raster data
- Ability to Create and run batch files
- Experience creating features and datasets in Arc Catalog
- Knowledge of remote sensing technology, especially photogrammetry.
- Familiarity with business process analysis as it pertains to GIS.
- Ability to actively participate in professional GIS, mapping, and/or surveying organizations and activities.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to communicate technical information in a non-technical manner.
- Ability to lead and motivate work teams.

Secondary Skills and Knowledge (Network Technician):
- Ability to provide technical assistance for desktop personal computer operating systems, network operating systems, telecommunication systems, and various software applications and hardware.
- Ability to understand and help with Internet and Intranet concepts and problems.
- Ability to implement principles and procedures used for data management, networking, and project management.
- Knowledge of Windows XP/7/8 Operating Systems.
- Ability to work with Server Operating Systems such as Windows 2003/2008/2012 server.
- Knowledge of Active Directory with the ability to create and modify group policies.
- Ability to work with Linux desktop and server operating systems.
- Knowledge of Microsoft Office Suite, Microsoft SQL Server and MYSQL Server.
- Working knowledge of network protocols and topology.
- Ability to work with Ethernet items such as creating patch cables, installing switches, routers, access points, etc.
- Knowledge of Microsoft Exchange Server 2K7/2K10 and POP3 & SMTP Servers.

- Working knowledge of .net, .php, .asp, java, and SSL.
- Ability to understand and work with Flash, Dreamweaver, Java, HTML, C#, Photoshop, Freehand, Illustrator, InDesign, FTP Apps, and Fireworks.
- Experience with network items such as creating patch cables, installing and troubleshooting managed and unmanaged switches, routers, firewalls, access points, etc.

General Skills and Knowledge:
- Ability to:
  - On a continuous basis: analyze, identify, interpret, know, observe, problem solve, remember, understand, and explain mini and microcomputer software and hardware systems.
  - Troubleshoot hardware and software problems.
  - Maintain records to monitor complex systems and procedures.
  - Communicate clearly and concisely, both orally and in writing.
  - Communicate effectively with end users, consultants, vendors, and others encountered in the course of work.
  - Establish/maintain cooperative working relationships with those contacted in the course of work.
  - Deal tactfully and effectively with those encountered in the course of work.
  - Establish and maintain effective working relationships with those contacted in the course of work. Diplomatically work with a range of user personalities including difficult and irate users.
  - Work cooperatively with other departments, outside agencies, and the public; interpret and apply departmental policies, procedures, and rules.
  - Work effectively under pressure with frequent interruptions.
  - Work independently to prioritize and manage a heavy workload.
  - Work independently and make effective judgments in the absence of the supervisor.
  - Organize work, set priorities, maintain critical deadlines, and enlist the assistance of and coordination with all levels of staff and others to ensure successful completion of work.
  - Train District and City staff in the operation of computer applications, including explaining system concepts to non-technical users.
  - Work evenings, on-call, weekends and holidays as assigned.

Experience:
- At least three (3) years experience coordinating and managing an enterprise-wide GIS program, including the design, development, implementation and administration of geographical information systems.
- At least three (3) years experience with ESRI software (Arc View, Arc Info, SDE, and/or Map Objects).
- Experience with at least one major map conversion/creation project.

Licenses and Certification:
- Possession or ability to obtain a certification as: CompTIA A+; Microsoft MCTS; Microsoft MCSA; and other certifications as specified by the General Manager.
- Possession of a valid Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Sit at desk or computer work station for long periods of time on a continuous basis. Twist to reach equipment surrounding desk, perform simple and power grasping, pushing and pulling, fine manipulation. Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

Physical Requirements: Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee mainly works indoors; the noise level in the work environment is usually quiet.