



## CITY OF LAKEPORT JOB ANNOUNCEMENT

### **GIS / ASSET MANAGEMENT TECHNICIAN**

GIS/Asset Management Technician: \$3,846 - \$4,872 per month  
Filing Deadline: Wednesday, June 30, 2021 - 5:00 P.M.

#### **APPLICATION PROCESS**

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website [www.cityoflakeport.com](http://www.cityoflakeport.com). Please submit a completed [City of Lakeport Application and cover letter](#) no later than 5:00 p.m. on Wednesday, June 30, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

#### **SELECTION PROCEDURE**

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

#### **HOURS OF WORK**

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

#### **JOB DEFINITION**

Under general supervision, performs a variety of difficult and complex professional, technical, and analytical geographic information systems duties, including application design, modification, programming, scripting, spatial database design and management, and user support; provides oversight and coordination for the GIS; provides technical support for City departments..

#### **EXAMPLES OF DUTIES**

Please see full job description available with application packet.

- Performs a variety of assignments in the development, implementation, and coordination of the GIS system, including computerized mapping.
- Maintains GIS based asset management systems.
- Identifies and documents city assets as directed.
- Provides training, develops SOPs and assists with workflow on asset management programs.
- Uses a variety of software packages such as Arc-GIS or Arc-IMS to produce and update city maps.
- Works with other city departments in the compilation and updating of the GIS, as it relates to address ranges.
- Develops and maintains a variety of spatial data.
- Assists in the development and enforcement of GIS standards and operating procedures.

- Analyzes and maintains the GIS database, including gathering and incorporating data and creating tables or layers, standard data definitions, data dictionary, physical database design, security and privacy, and recovery
- Drafts contracts and reviews proposals.
- Performs a variety of GIS and data collection projects.
- Produces reports, presentations, and/or other graphical images as needed.
- Updates various city files and computerized databases.
- May assist other staff in the operations of the GIS system and related software packages.
- Performs a variety of planning related computer and technical work.
- Performs related duties as assigned.

### **LICENSES AND SPECIAL REQUIREMENTS**

- A valid California driver's license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

### **DESIRABLE QUALIFICATIONS**

Two (2) years of full-time technical experience in using computerized mapping systems and software, including experience in working with Geographic Information Systems. Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in geographic information systems, computer science, management information systems, geometry, trigonometry, or a closely related field is highly desirable. Additional directly related experience and/or education may be substituted.

See job description for full range of desired qualifications.

### **PHYSICAL PROFILE**

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

### **EMPLOYEE BENEFITS**

**Public Employees Retirement System:** The City provides in CalPERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

**Holidays:** Thirteen specific holidays

**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

**Sick Leave:** Sick leave accrual of 12 days per year.

**Medical, Dental, and Life Insurance:** The City offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

## **THE RECRUITMENT PROCESS**

**Application:** Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for which applicant is applying.

**Examination:** Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

**Exam Accommodations:** In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101, so your request may be reviewed prior to the occurrence of testing.

**Probationary Period:** Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

**Open: June 16 to June 30, 2021**