

City of Anderson, SC

GIS Coordinator/Information Services Division

APPLICANT MUST SUBMIT 10 YEAR CERTIFIED DRIVING RECORD WITH APPLICATION

The purpose is to develop, implement, and maintain the City's GIS system and related data; to analyze GIS data for mapping and report preparation; and to perform related professional and technical work as required.

Responsibilities include but are not limited to the following: Analyzing GIS technology requirements of City departments; Developing plans to implement new or modified technology to help meet departments' needs; Evaluating implementation requirements, and recommending resources needed; Designing and producing both simple and complex analytical GIS procedures to meet established needs; Testing applications to ensure the desired end results; Creating, editing, and maintaining GIS data; Creating new data using GPS; Analyzing GIS data; Providing statistical analysis in the form of reports and maps to be used for City-wide planning and decision-making; Converting data as necessary; Developing, implementing, and maintaining Internet mapping services; Creating graphics for presentations, printed materials, etc., using computer-aided technology; Planning and providing training in the use of GIS for City staff; Providing installation, troubleshooting, and technical support for City GIS and other GIS-centric software systems; Contacting vendors to resolve technical problems as necessary; Maintaining inventory of GIS system hardware and software; Receiving and responding to inquiries, concerns and complaints in areas of responsibility; Performing general administrative/clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, attending meetings, answering the telephone, etc.

This position requires a Bachelor's degree or education and training equivalent to four years of college education in geography, computer science, or closely related field as well as two to four years actual experience in this field of work. Applicants must be proficient with ArcGIS Desktop, ArcGIS for Server, ESRI's Collector app, ArcGIS Online organizations, and have some experience with a GIS-centric computerized maintenance management system.

Applications for this position will be taken only until it is filled. Starting pay for this position is \$47641.68 annually with some flexibility depending on experience and qualifications.

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations