City of Naperville
Employment Opportunity

Job Title:	GIS Specialist - 7078
Closing Date:	When Filled
Salary:	$27.83 - $35.15 per hour
Job Type:	Full-Time
Location:	DPU - W Civil/Env Engineering, 3612 Planfield/Naperville, Naperville, Illinois
Department:	Department of Public Utilities - Water

Job Description:

The GIS Specialist assists in the support of the Water Utility's Geographic Information System (GIS). The Specialist provides technical expertise in GIS application development, user training & support, data development, operation & maintenance, and map output & production.

Responsibilities:

Responsibilities include:

- Provides technical expertise for GIS system hardware and software. Assists in performing troubleshooting activities regarding GIS system operations and procedures.
- Provides user training and support on GIS software.
- Compiles and digitizes water and wastewater improvements and facilities from construction drawings, record drawings, and similar documents into the Department's GIS system.
- Performs GPS site surveys including topographic, water and wastewater facilities and incorporates data into GIS system. Coordinates GPS data surveys by other staff personnel.
- Performs GPS site surveys to assist in documentation of construction quantities, location of buried facilities, site layout, etc.
- Assists in the design and support of GIS applications.
- Assists in the design, quality control and maintenance of the departmental spatial data and related tabular data.
- Assists in the coordination and monitoring of GIS projects performed by outside consultants.
- Produces, or coordinates the production of, paper or digital maps using geospatial data and non-spatial information.
- Represents the Utility on the City-wide GIS team and responsible for keeping management and staff updated on related issues.
- Coordinates with engineering and technical staff to provide GIS data to develop and maintain water system and sanitary sewer system hydraulic models.
- Performs all other related duties as assigned.

Qualifications:

Required:
- Bachelor's degree in computer science, GIS, Geography, or a related field
- Minimum of two years' relevant work experience
- Proficient in the ESRI suite of software such as ArcMap, ArcPro, ArcOnline, etc.
- Valid State of Illinois Class D Driver's License

Additional Information:

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:
http://www.naperville.il.us/careers/

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.
CLICK HERE for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.