

# EMPLOYMENT OPPORTUNITY



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## GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST

**SALARY RANGE:** \$5326 - \$6403 per month

**RESPONSIBILITY:** To perform a variety of highly responsible data gathering, analysis, and graphics design work in support of District outreach activities; to provide related technical support for District projects and programs.

**SUPERVISION:** Receives general direction from the Chief Financial Officer

**EXAMPLES OF DUTIES:**

- \* Provides Geographical Information Systems (GIS) - related services, design specification, testing, and implementation for GIS projects.
- \* Analyzes requests and defines GIS requirements, making recommendations to the Chief Financial Officer.
- \* Processes information gathered through field investigations and surveys to verify conditions, measurements, and conformity to specifications in assigned work areas
- \* Uses GIS software and related graphic support tools to create, maintain, and update a variety of water supply systems records, charts and maps, plans, profiles, and detailed drawings from reports, notes and sketches.
- \* Analyzes stored information and recommends GIS database structures, based on logical models, designs and requirements.
- \* Documents and communicates changes in GIS database structures.
- \* Reviews GIS data structures developed by information systems professionals from other organizations and recommends modifications to fit District use.
- \* Assures logical and physical data models meet MPWMD standards for naming, metadata, and other common data structures.
- \* Participates in GIS systems analysis, design and implementation. Advises and consults with the Chief Financial Officer during systems analysis.
- \* Develops standards and preferred methodologies for use of the MPWMD GIS database.
- \* Completes annual GIS technological needs assessment and implementation updates, as well as performing periodic GIS functional requirement assessments.

- \* Installs and maintains software for standard GIS systems.
- \* Monitors GIS application performance, fine tunes for high availability, and reports systems problems to the Chief Financial Officer.
- \* Prepares a wide variety of graphic presentations, including visual displays for meetings, technical illustrations, signs, charts, graphs, pamphlets, and similar materials.
- \* Performs related duties and responsibilities as required.

**DESIRABLE QUALIFICATIONS:**

***Knowledge of:***

- \* Principles and uses of mathematics, algebra, geometry and statistical analysis.
- \* Principles of mapping, hydrologic, hydrogeologic, and mathematical principles related to water measurement (flow and volume).
- \* Principles and techniques of digital information entry, storage and retrieval.
- \* ESRI Suite GIS Software, including ArcMap, ArcPro, Spatial Analyst, 3D Analyst, Arc GIS On-line and Arc Server.
- \* Current GIS-related topology and 3-D analysis techniques.
- \* General principles and practices of GIS database administration
- \* Methods and techniques of applications development using scripting
- \* Principles and practices of web-based mapping services
- \* Principles and practices of software installation
- \* Advanced GIS principles and techniques for data conversion, conflation and metadata generation
- \* Graphic presentation software and computerized drawing techniques
- \* Personal computer word processing, spreadsheet, and relational database techniques.
- \* Records management practices and procedures; organizing and maintaining accurate files and records, including computer data storage and retrieval

***Ability to:***

- \* Read and interpret maps, aerial photographs, photos, engineering design and construction plans, regulations and ordinances.
- \* Create, interpret, and utilize GIS map layers and data sets for analytical purposes.
- \* Develop data visualization tools using Arc View.
- \* Identify database structure modifications based upon District GIS needs
- \* Participate in systems analysis, design and implementation of GIS-related data
- \* Assist with the development and integration of GIS with the District's database management system
- \* Obtain and process available satellite imagery datasets
- \* Encourage and foster interagency collaboration
- \* Accurately compile, enter, and analyze technical and other data into appropriate forms, reports, and documents.
- \* Provide project support with the creation of presentation materials.
- \* Learn methods and techniques involved in the collection and analysis of field data, recording clear and accurate field notes.
- \* Prepare and maintain orderly technical records and prepare accurate reports.
- \* Communicate effectively, both orally and in writing, preparing reports and technical documents.
- \* Establish and maintain effective working relationships with those contacted in the course of work.
- \* Provide responsive and courteous customer service.
- \* Conduct several projects concurrently and meet deadlines.
- \* Use a wide variety of office equipment.
- \* Understand and follow oral and written instructions.
- \* Maintain physical condition appropriate to the performance of assigned duties and responsibilities

*Experience and Training:*

Any combination of experience and training that would provide the required knowledge and abilities for the GIS Specialist is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of experience providing project support using GIS-related tools to develop and maintain information in databases, as well as preparing graphic presentations.

**Training:** Completion of college-level educational training equivalent to an Associate of Science degree from a recognized college with major coursework in GIS, geography, computer science or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

**TO APPLY:**

The required job application, supplementary questionnaire and filing information can be downloaded from the Human Resources section of the District's web site at <http://www.mpwmd.net>. Send completed application materials by US Mail to PO Box 85 Monterey, CA 93942-0085. Send by UPS or FEDEX to 5 Harris Court, Building G, Monterey, CA 93940. The application form may also be submitted as a scanned document, in PDF format, attached to an e-mail sent to [cynthia@mpwmd.net](mailto:cynthia@mpwmd.net), with the completed supplemental questionnaire and resume as attachments. This position is open until filled. However, the first review of candidates will take place during the week of October 10, 2016. Call Cynthia Schmidlin at (831) 658-5613 e-mail: [cynthia@mpwmd.net](mailto:cynthia@mpwmd.net) for further information.

**SELECTION PROCESS:**

During the first application review period, a screening panel will review applications, and those applicants with the most appropriate qualifications will be invited to appear before an interview panel, tentatively set to meet on or about October 21, 2016. If a selection is made from this group, the position will be closed.

The District will make reasonable efforts in the examination process to accommodate applicants with disabilities. Please advise the District of such special needs at the time of application. MPWMD IS AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYEE BENEFITS:**

Insurance: Laborer's Health and Welfare Trust Special Plan III, including Blue Cross Prudent Buyer medical insurance coverage, Delta Dental, and Vision Services Plan. The premium for both employee and dependents is 95% paid by the District. The District also provides an employee assistance plan, life, long-term, and short-term disability insurance.

Retirement: California Public Employees' Retirement System (CalPERS). Classic Members: CalPERS 2% at 55 benefit formula. Employees currently contribute 3% of salary to the employee's contribution and 3% to the employer's contribution. The District pays 4% of the employee's contribution, which is reported to CalPERS as income for retirement benefit purposes. New Members: CalPERS 2% at 62 benefit formula. The employee contribution is 6.25% of salary. The District does not participate in Social Security.

Vacation: 1 – 3 years - 10 days/year; 4 – 8 years - 15 days/year; 8 years and above - 20 days/year

Compensatory Time: Exempt employees, such as those in the Engineer job series, earn 1 hour of compensatory time for each pre-approved hour worked over 40 hours in a week.

Sick Leave: 12 days per year with payout up to 240 hours and conversion to CalPERS retirement credit.

Holidays: 11 paid regular holidays and 2 paid floating holidays.

Retiree Medical Coverage: Provided through the Retired Laborers Plan. Retirees with 5 to 15 years of District service are currently reimbursed up to \$540/month towards premiums. Retirees with 15 years of District service or more are currently reimbursed up to \$1149/month towards premiums.

Other Benefits: Other benefits offered by the District include tuition reimbursement, a Wellness program, a deferred compensation program, AFLAC supplemental insurance, and a flexible spending plan with insurance premiums, unreimbursed medical expenses and child or dependent care expenses paid with pre-tax salary dollars.

**ABOUT THE MPWMD:**

The Monterey Peninsula Water Management District was established in 1978 for the purposes of conserving and augmenting the supplies of water available to the District service area by integrated management of surface and ground water and promotion of water conservation and reclamation, and for preventing the degradation of the area's natural resources. The mission of the Monterey Peninsula Water Management District is to promote or provide for long-term sustainable water supply, and to manage and protect water resources for the benefit of the community and the environment.

**IMPORTANT INFORMATION:**

The information contained in this announcement is subject to change and does not constitute an expressed or implied contract. The District will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the District of such special needs at the time of application. MPWMD IS AN EQUAL OPPORTUNITY EMPLOYER.