



ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132

POST UNTIL: February 11, 2015

**CITY ENGINEER
INVITES APPLICATIONS FOR**



GIS ANALYST

**Full-Time
Salary Range (148): \$4,084 to \$5,228 per month
with full benefit package**

The City of Newberg is seeking a GIS Analyst for a full time permanent position to be the main lead in GIS under the guidance and direction of the City Engineer. This user will be responsible for the following including but not limited to; organizing, inputting, updating, verifying, and maintaining layers, tables and links within the city's geospatial relational database information for Engineering, Maintenance, and Planning. Performing survey work in the field including as-built location or verification of utilities and features using GPS survey equipment and software to collect and download digital data. Creates maps, and performs routine geospatial analysis and queries for GIS applications and assists other City departments by providing GIS data, products and services. This position analyzes, maintains, supports, and enhances a variety of business critical software applications; develops new systems and programs; requires knowledge of multiple operating systems and programming languages; and supports and trains users.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)*

- Provides programming and custom application development of the City's GIS database and streamlines and enables efficient use of GIS software, including developing Intranet and Internet applications, and creating automated routines for efficiency.
- Provides analysis of GIS data, including analysis requests by departments and evaluates potential GIS software for incorporation into the City's GIS system.
- Provides project management for the development of special GIS related projects from inception to completion, including databases as needed to support project goals, understanding and interpreting the scope, goals, and objectives for projects.
- Provides technical assistance and training in all facets of GIS, including software use, overlay processing techniques, analysis, periodic data development, and database manipulation.

- Provides office design support for environmental, water, sewer, street, storm, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.
- Coordinates the preparation of, or develops, reviews and updates the water, wastewater, storm drainage, and street system maps, data base, and comprehensive plans.
- Manages the archiving and retrieval of City as-built construction plans and other system information.
- May perform a variety of office-related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering telephones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Assists in surveying fieldwork as required by various Engineering Division projects.
- Assists other City personnel in public works design, construction, inspection or surveying fieldwork.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in GIS, engineering, geography, urban planning, computer science, or closely-related field and four years working with GIS data development, project management and GIS programming.

Knowledge of:

- Personal computing and ESRI mapping technology; some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Project management skills and building business processes.
- Cartegraph or other maintenance/operations asset management software is desirable.

Ability to:

- Prepare, organize and maintain computer drawing files and related office data, reports, and systems.
- Communicate effectively, both orally and in writing.
- Establish effective working relationships.
- Ability to constantly produce a high degree of accuracy.

Other Requirements:

- Must possess a valid State of Oregon driver's license or have the ability to obtain one prior to employment. Other certifications as deemed by the department.

A satisfactory equivalent combination of education/experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position may be substituted. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

The duties, qualifications and working conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description is designed to give general information and is not all encompassing.

For specific experience and educational requirements, please reference the job description, which is available for downloading at: <https://www.newbergoregon.gov/jobs>

TO APPLY:

If you are interested in this outstanding opportunity, please submit an Employment Application with a résumé that identifies the relevant qualifications and experiences outlined in this position profile. Mail the optional cover letter, Employment Application with résumé to Newberg Human Resources Department, PO Box 970, Newberg, OR 97132, --or-- email the signed and scanned packets to: newberg.recruitment@newbergoregon.gov. Signed applications are required and must be received at the City no later than the date and time listed below.

Employment Applications are available at: www.newbergoregon.gov/jobs

VETERAN'S PREFERENCE: The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at www.newbergoregon.gov/jobs - last page of Employment Application) and the required documentation with his/her application material.

Closing Date: Wednesday, February 11, 2015 by 4:00 pm
Applications are required and must be received in the no later than this date and time.
Resumes may not be substituted for the Application Form

SELECTION PROCESS:

Following the closing date, applicants will be screened according to the qualifications outlined above. The selection process will include evaluation of the experience and education submitted in the application to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application with the top ranked individuals invited for an oral interview. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

Those deemed qualified will be invited to an interview. Reference checks are conducted after receiving candidates' permission, unless authorization has already been granted on the Employment Application. After an offer has been made, all other applicants will be notified of the position being filled. For additional information, visit the City's Website at: www.newbergoregon.gov.

The selected candidate will be required to furnish references, pass conditional background (employment and criminal history) checking. Fingerprinting may also necessary for access to certain City Facilities.

The City of Newberg is an Equal Opportunity Employer



The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.