



January 23, 2019
GIS TECHNICIAN

The City of Shelbyville's Public Works Department is accepting applications for a **full-time Geographical Information Systems (GIS) Technician**.

General Duties: This position is supervised by the the City Engineer/Public Works Director, and responsibilities for this position include, but are not limited to: assisting the City Engineer/Public Works Director in administering the Municipal Separate Storm Sewer System (MS4) Program; assisting with construction of the department's GIS and maintaining its database; performing technical drafting work for programs and projects; researching, creating, maintaining, and updating graphics, infrastructure records, databases, annexations, and street, sidewalk, and sign maps; assisting the City Engineer/Public Works Director and the Public Works Superintendent to organize and maintain office files and records, accurate and current safety and training records, and vehicle maintenance records; and performing a variety of other office related functions such as filing, preparing correspondence, presentations, brochures, or responding to inquiries from businesses, the public, and other staff.

Qualifications: High School Diploma or equivalent, supplemented by a two (2) year degree or related technical or college training in drafting, Computer Aided Design (CAD), geography, planning, civil engineering, or computer science. Applicants must also have a minimum of two (2) years work experience. An equivalent combination of education and work experience will be considered.

Special Knowledge, Skills, and Abilities: A comprehensive knowledge of technical drafting skills, practices, and methods as applicable to a municipal setting; some knowledge of applicable city policies, laws, and regulations; considerable knowledge of drafting/design techniques, geography, and ERSI ArcGIS software; the ability to perform moderately complex mathematical functions (i.e. college algebra or trigonometry) in order to perform job-related functions; the ability to use graphic instructions such as blueprints, layouts, or other visual aids; the ability to effectively communicate orally and in writing; the ability to establish and maintain good communications; the ability to meet deadlines; and the ability to work effectively on individual and team projects.

Salary: Starting annual range of \$29,910 - \$51,069, based on education and experience. Excellent benefit package.

Deadline: Visit www.shelbyvillekentucky.com or City Hall (315 Washington St., Shelbyville, KY) for an application packet. The application, criminal background check forms, and any other supporting documentation to demonstrate qualifications must be received by 4:00 p.m. on 2/12/2019. **A resume will not substitute for a completed and signed application.** For questions, call (502) 633-1094.

E. O. E. / A. D. A.