



Town of Scarborough, Maine

259 US ROUTE ONE, PO BOX 360
SCARBOROUGH, MAINE • 04070-0360

GIS and Project Administrator

The Town of Scarborough is seeking a full-time GIS and Project Administrator within the Public Works Department. Work consists of a variety of duties related to the coordination, organization, planning, tracking and delivery of projects and data for the Town of Scarborough. Work involves coordination, development and maintenance of GIS data and applications for use by all Town departments and the public. The GIS and Project Administrator also assists with the maintenance, development, and data analysis of Public Works asset management software Cityworks. The employee plays a proactive role in, ensuring that data quality and availability is maintained, produced on-time, and meets quality standards. Initiative, resourcefulness, and follow-through are expected of the employee in the normal conduct of the work.

Position requirements: The ability to establish and maintain effective working relationships with Town officials, co-workers and the general public. The ability to communicate well, orally and in writing, and experience in providing oral and written presentations to different customers including the Town Council and the general public. Thorough knowledge of the standards, practices, methods, and equipment required of a state-of-the-art municipal GIS operation. Considerable knowledge of standard computer business software for database management and spreadsheets. Knowledge of standard word processing computer software. Skill in the organization, analysis, and retrieval of information.

Desired qualifications include a Bachelor's degree, or equivalent combination of education and experience, in information technology, computer science, GIS, field geography, mapping science, or other related field. Experience with relational databases especially SQL. Knowledge of and experience with Python, Java and XML. Experience creating reports with Crystal Reports or similar software. Experience with Cityworks or other asset management software.

Apply online: <https://www.applitrack.com/townofscarborough/onlineapp/>

The Town of Scarborough offers a competitive salary plus a comprehensive benefits package. Applications must be received by Sunday, October 22, 2017. For additional information call 207.730.4025 or email hr@ci.scarborough.me.us.

-Equal Opportunity Employer-

Scarborough is conveniently located in Cumberland County in southern Maine, approximately 7 miles south of the City of Portland. It is just a short drive to Portland and the Maine Mall with easy access to the Maine Turnpike, Portland Jetport and now passenger rail service to Boston and points south. The Scarborough Town Hall is located at 259 U.S. Route 1, just south of the junction of Rt. 1 and Black Point Road/Gorham Road.

Scarborough is a diverse community with a commitment to the quality of life and the environment. Scarborough offers lovely sandy beaches and the rocky coastline made famous by a local artist, Winslow Homer. The largest saltwater marsh in Maine is located within our boundaries along with Rachel Carson Wildlife lands. We also have a balance with our commercial businesses. The newest area for businesses to locate in Scarborough is along the Haigis Parkway, located right at Exit 6 of the Maine Turnpike. We are a suburban community that offers open spaces, parks and recreational areas for our residents and visitors.

September 27, 2017