



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **Geographical Information Systems (GIS) Technician**

**Salary and Benefits:** \$52,603.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, and supplied application to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Monday, April 22, 2019** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **GENERAL STATEMENT OF DUTIES**

Entry level position. Performs technical work in the development and maintenance of the Bridgeport Enterprise GIS (BEGIS), conducts exploratory spatial analysis, provides training on GIS interfaces and workflows for non-GIS staff, develops high quality cartographic visualizations, and assists the GIS Administrator with related tasks as required. This position will interface and work closely with other City departments, such as the Office of Planning and Economic Development, Police Department, Fire Department, Health Department, Engineering, and Public Facilities.

### **SUPERVISION RECEIVED**

Supervision provided by the GIS Administrator; and/or department authority or designee.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Assist in development and maintenance of the Bridgeport Enterprise GIS (BEGIS) ArcGIS databases, which includes but is not limited to, property lines, address points, sanitary sewer, storm water, street centerline, and neighborhood assets.

- Assist with performing research of City, state and other record sources for information to revise and update BEGIS which includes but is not limited to, interpreting engineering plans, surveys, plat maps, and legal descriptions.
- Ensure the integrity, quality, and accuracy of the data to conform to BEGIS data standards.
- Perform exploratory analysis on spatial and tabular data, including generating charts, maps, and interactive visualizations for reports and presentations.
- Collaborate in the development of adhoc and production maps for internal and external use.
- Compile information for GIS data requests for internal and external use.
- Conduct GPS data collection/coordination with field staff.
- Perform other duties as required.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

BA or BS in GIS, Geography, Computer Science or related discipline is required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- No less than two years' experience developing and administering after school and/or summer programs and activities for youth with primary focus on pre-k to 8<sup>th</sup> grade.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel and Publisher.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Excellent verbal and written communication skills.
- Must be able to interact professional and communicate effectively with individuals at all levels of government as well as the public.
- Ability to prepare written reports.

### **EXPERIENCE**

Minimum one (1) year of practical GIS experience using the ESRI GIS product suite in the production of maps and database creation & management.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of computer systems including Microsoft based software and software used for GIS.
- Basic knowledge of ArcGIS software processes and enterprise geodatabase creation/editing/maintenance.
- Basic knowledge of enterprise GIS architecture with the ability to provide general support for GIS Power Users.
- Basic knowledge of GIS software processes of developing mapping services.
- Proficiency in cartography and map design, including coordinate systems, projections, and map scales.
- Understanding and knowledge of methods and techniques used in spatial analysis and network analysis.
- The following skills are desired, but not required: ArcGIS Server, Python scripting, and Parcel Fabric.

### **PHYSICAL DEMANDS**

Refer to attached sheet

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
 CIVIL SERVICE COMMISSION OFFICE  
 45 LYON TERRACE, ROOM# 106  
 BRIDGEPORT, CT 06604

**This is the application for the GIS Technician position only.**

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:  
[cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov)

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.  
An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	Geographical Information Systems (GIS) Technician	Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_