



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	Geographic Information System (GIS) Coordinator
Posting Date:	Monday, April 24, 2023
Closing Date:	Monday, May 8, 2023
Department:	Finance/Management Information Systems
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Responsible for the day-to-day operation of the department’s GIS application(s). • Works closely with end users to identify GIS requirements, technical issues and training needs; analyzes current business processes and recommends best practice solutions. • Assists City agencies in developing maps and/or custom applications; prepares base maps for reports and displays for public exhibition. • Performs complex GIS data maintenance, manipulations, analysis, extraction and generation assignments; performs data research, investigation and verification; creates and maintains files of digital pictures of streets and street problems for department use; codes and digitizes maps and geographical feature data into various layers; prepares projects and data for archival storage. • Performs record keeping and inventory; documents and files data sources and map files for future reference. • Responds to requests from the public for mapping data; responds to emergency mapping and information requests. • Uses computer assisted drafting techniques and equipment. • Delineates designs and assists in the study and plans of several phases of City planning and urban renewal, including land use and evaluation, building conditions, parks, streets and highway, and housing under general direction. • Prepares, plans, produces, maintains and updates a variety of maps, drawings, plans and other graphic representations displaying layers and attribute data from databases; develops and maintains data layers using GIS tools; performs detailed spatial analysis including notifications, buffering, and zone consolidation; manipulates images for electronic mapping; enters attribute data pertaining to specific features into a relational database; incorporates maps, charts, data files, spreadsheet data, documentation and text into reports. • Analyzes, troubleshoots and resolves GIS application problems and communicates with internal and external technical resources to resolve end user issues; provides guidance to users on methods for corrected reported problems. • Conducts field surveys, compiles land use data, and transfers data to appropriate mapping at the direction of the director. • Attends and participates in professional group meetings, stays updated on new trends and innovations in the field of Geographic Information Systems. • Monitor mapping work or the updating of maps to ensure accuracy, the inclusion of new or changed information, or compliance with rules and regulations. • Ensure City compliance with e911 data reporting. • Coordinate with Zoning Officer to develop address ranging for new or existing street numbering.

<p>Minimum Entrance Qualifications:</p>	<ul style="list-style-type: none"> • Graduate of a four-year college or university with a major in GIS, computer science or closely related field with three (3) years progressively responsible experience in the design and development of GIS systems and applications or graduation from high school or G.E.D. equivalent and six (6) years of progressively responsible experience in the design and development of GIS systems and applications. • Through knowledge of GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis; through knowledge of high-end GIS applications, tools and desktop GIS systems; knowledge of GIS data base administration and management principles, methods and techniques, including quality control methods and practices; knowledge of hardware and software applications development methods, tools and utilities applicable to the GIS system and experience in Microsoft Windows environment and applications. • Ability to work independently and to perform complex technical research and analysis, write reports, compile complex reports and make recommendations for the practical application of GIS concepts; ability to plan, organize, integrate, monitor and maintain a comprehensive GIS and its related applications to meet City-wide mapping and customer service objectives including developing long-range GIS system goals; ability to develop and maintain effective customer-focused service processes with City personnel and end users (internal & external). • Proficient people skills; effective organization skills and proficient computer skills; clear and concise communication skills.
<p>Licenses/Certifications:</p>	<ul style="list-style-type: none"> • Valid Driver's License is required.
<p>Pay & Hours Per Week NEARI Grade: N03 Min. Salary: \$27.26 hourly Max. Salary: \$36.64 hourly FULL BENEFIT PACKAGE OFFERED Hours per week: 40</p>	<p style="text-align: center;">Submit resume and/or completed application to: Michael J. Cury, Director of Human Resources Department of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;">www.cityofnewport.com/jobs Tel: (401) 845-5444 Fax (401) 845-9364</p>	