



CITY OF PRESCOTT  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
**GIS SPECIALIST**

Pay Range: \$19.00 to \$27.00 per hour plus benefits  
FSLA Status: Non-exempt (Eligible for overtime)  
New employees usually start at beginning level of pay range.

**Qualifications:** The ideal candidate will possess a bachelor's degree in GIS, Computer Science, Geography or related field. A minimum of one year of related experience is preferred. Equivalent experience will be considered in lieu of a degree.

**Responsibilities:** Create maps using GIS software; conduct research to locate and obtain existing databases; gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS; compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps; analyze spatial data for geographic statistics to incorporate into documents and reports; update database, applying additional knowledge of spatial feature representations and engineering drawing standards; enter new map data through use of geo-referencing techniques or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitudes, elevation, topography, and map scales; analyze geographic relationships among varying types of data; prepare metadata and other documentation; operate GIS system hardware, software, plotters, and printers; convert data between common GIS formats; move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer; present information to users and answer questions.

**Knowledge, Skills, and Other Characteristics:**

**Knowledge of:**

Knowledge of software - proficiency with ArcGIS Desktop 10.x; and ArcGIS Server experience a plus; and supporting software such as AutoCAD, Adobe Photoshop, Illustrator, Excel, Access.  
Knowledge of programming preferred.  
Knowledge of geography and various methods and references common to GIS applications, such as coordinate systems, coordinate geometry (cogo), and mapping standards.

**Skill in:**

Skill in communication, written, oral and cartographic communication and ability to convey GIS/spatial information to non-GIS/technical people clearly.  
Skill in analytical and problem solving using the GIS suite of tools.  
Skill in gathering and ordering information and identify essential information, validate information, and apply spatial rules to the data.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed. Must be able to work at a computer for the majority of the time performing job duties.

**Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person, over the radio and the telephone in English; bilingual skills beneficial.  
Freedom from mental disorders which would interfere with performance of duties as described.

**Deadline: Applications must be received by 5:00 p.m. November 16, 2012.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1284 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213  
**Email:** hr@prescott-az.gov **Visit our website at** www.prescott-az.gov  
EEO/M/F/V/H/D/NSE Posted: Oct 25th, 2012

Mark Woodfill \_\_\_\_\_  
Budget/Finance Director

Mary Jacobsen \_\_\_\_\_  
Human Resources Director

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**MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES:** Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.