



## City of Sun Prairie Position Description GIS Technician LTE – Part Time

Posting Date: February 24, 2010

The City of Sun Prairie seeks an employee to assist with GIS data development, ongoing maintenance, data conversions, GPS data collection, GIS analyses, and cartography. The successful candidate is assured hands-on exposure to many facets of GIS in a municipal government setting. Progressive responsibilities are available to motivated team members. Work hours and schedule may be flexible. A student internship arrangement may also be possible.

### Position Responsibilities:

- 1) Reproject, convert, edit, or create geographic data as necessary using ArcGIS, and/or Map Info.
- 2) Assure GIS spatial, attribute, and metadata quality.
- 3) Create and update data models for spatial data sets.
- 4) Frequent communication and documentation of progress will be required.
- 5) Prepare GIS data and cartographic layouts for various City departments.
- 6) Update and maintain a wide variety of spatial data sets and documentation.
- 7) Support GPS data collection with ArcPad or other software.

### Desired Qualifications:

- Fluent with ArcGIS 9.x.
- Experience with geoprocessing, preferably with ESRI Model Builder.
- Geodatabase experience, including creation of domains and data model development.
- Ability to independently learn new software and methods and solve problems.
- Attention to detail and accuracy when editing GIS data and topology.
- Experience using relational databases – e.g. Microsoft Access and/or SQL Server.
- Understanding of concepts including projections, datums, coordinate systems, and database relationships.
- Familiarity with GPS units and primary data collection in the field.
- Basic familiarity with Python or Visual Basic.
- Possess excellent writing and verbal communications skills.
- Experience with AutoCAD systems and file conversion to GIS formats.
- Familiar with metadata standards.
- Experience with open source web-based map services.
- Work well independently and in collaboration with others.
- Proficient with Microsoft Office products.

### Additional Requirements and Information

- A criminal background check is required prior to an employment offer.
- City of Sun Prairie is an equal opportunity employer.

### Wages:

Pay rate will be \$8-12/hour depending on skills and experience. No fringe benefits will be included.

### Timelines:

1. Applications will be accepted until position is filled.
2. Interviews will begin no sooner than March 10, 2010.
3. Target start date is no sooner than March 29th, 2010.
4. Applications may be kept on file for potential future openings.

**To apply:** Applicants *must* use online application at [www.cityofsunprairie.com](http://www.cityofsunprairie.com).