

# THE VILLAGE OF RUIDOSO HAS AN OPENING FOR A FULL TIME GIS TECHNICIAN

ANTICIPATED START DATE JUNE 27 – JULY 5, 2016

## Classification Summary

The GIS Technician is under the general supervision of the Water Rights and Conservation Specialist to coordinate workload, projects, and daily duties. This position prepares a variety of drafting and cartographic functions involving computerized management of geographical data, infrastructure plans, databases, and other documents; and spatial analysis to assist in managing the current and future operations of public utilities and land use within the Village of Ruidoso. This position works Monday – Friday 8:00am – 5:00 p.m. and is non-exempt for FLSA purposes.

## Job Title Summary

This position develops, maintains, and analyzes Village spatial data for the Geographic Information System (GIS) in support of public utilities operations and other operations within the Village, including: addresses, streets, property lines, easements, flood plains, contours, zoning and related property characteristics. Update databases with current legal property descriptions, plans, as built drawings, sketches, field investigations, global positioning surveys (GPS) data, and maps using ArcGIS and scanners. This position will work with other GIS staff to create a user friendly database and develop programs and processes for data collection. This position involves competing demands, performing multiple tasks, meeting deadlines and occasional work beyond normal business hours.

## Essential Job Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Inputs, updates, edits, and maintains the Village's GIS database and maps according to department policies and procedures using ArcGIS software
- Assists in guidance and training of utility work crews in data collection and distribution, including designing and implementing user friendly data collection procedures and advancing the Village's ArcGIS and ArcOnline program
- Assists in cleaning up data and making corrections in response to changes and additional data sets integrated in GIS
- Analyzes data to determine trends and patterns in water utilities
- Updates the digital data layers and creates corresponding maps; compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; builds topology
- Performs quality control checks to assure integrity of GIS data and applications
- Uses ArcGIS command and compilation methods to generate and utilize spatial overlays and models
- Prepares maps, plans, charts and other graphics as directed
- Frequently sorts, reviews, evaluates, and checks computerized data
- Writes macros for linking and manipulating computerized data to generate maps, charts, and plans to facilitate planning and engineering projects
- Develops and maintains the ability to query the databases, view useful information on-screen, and produce large format, presentation quality graphics and displays
- Perform GPS/GIS related field work which may include; use of GPS to collect and record site-specific data, maintain and configure GPS equipment, and the transfer of data from GPS to GIS database

## Other Responsibilities or Job Requirements

- Produces special purposes maps for the Village departments, the public, and public agencies as directed
- Provides assistance to departments, clients, and general public in obtaining information
- Researches and compiles materials and maps; produces digital copies of Village data as requested
- Provides technical information to citizens and Village staff as authorized
- Ability to recognize and keep confidential information private about customers and employees
- Maintains a high level of computer abilities and keep up with changing technology.
- Completes personal timesheet accurately and timely. Ensures time is reported based on actual time worked
- Ensures that any on-the job injury is reported immediately and followed up with appropriate forms and actions
- Reports any suspected fraud, waste, and/or abuse to Water Rights and Conservation Specialist or Village Manager
- Ensures any reports of harassment are immediately reported and appropriate actions are taken
- Attend meetings, trainings, and workshops as needed
- Strong reading skills of maps, engineering specifications, and property deeds
- Work closely with other GIS staff for data management and GIS projects
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other related duties and special projects as assigned

## Qualifications

- Associate's degree in CADD, computer science, planning, geography or related field and demonstrated experience with ArcGIS Or BS degree in Geography or related field with extensive coursework in GIS OR High School education and demonstrated experience with ArcGIS preferred

- Experience using ArcGIS is required; experience using Pathfinder Office, Terrasync, and ArcOnline is preferred
- Knowledge of Global Positions Systems (GPS) platforms
- High level of understanding of Microsoft Office applications preferred
- Knowledge of principles of land planning, surveying, mapping, cartography, and global positioning systems; including familiarity with reading parcel maps, geological survey maps, plats, plans, and blueprints
- Knowledge of aerial photography and satellite imaging
- Knowledge of principles and practices of GIS, including data compilation techniques, ArcGIS software applications, graphics applications and overlays, and spatial models for computer environments and peripheral devices
- Knowledge and ability of GIS database systems integration, and quality control and assurance techniques
- Knowledge of GIS mapping and data systems including use, operation, and customized mapping and database design
- Ability to prepare accurate, presentation ready maps from plans, sketches, verbal descriptions, and specifications
- Ability to maintain effective documentation and system backups of maps and data
- Ability to provide data and maps for detailed operation analysis
- Ability to effectively communicate in verbal and written forms
- Ability to establish and maintain effective working relations with co-workers, supervisor, the public, and other agencies
- Ability to balance a variety of duties, priorities, and deadlines
- Skill in reading understanding developing manipulating and analyzing geographic information in a variety of data formats and projections from multiple public and private sources
- Must be able to pass criminal history checks
- Must be able to pass a credit check
- Must be willing to take and pass a drug/alcohol test and comply with agency "Drug Free" Policy
- Must possess and maintain valid New Mexico motor vehicle operator's permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted by the Village

### **Physical Demands**

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, walking, driving or riding in a car for extended periods of time
- While performing the duties of this job the employee is frequently required to talk or hear
- The employee frequently uses hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms
- The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture
- Occasional pushing, pulling, lifting and/or moving up to 25 pounds
- Occasional bending or squatting required
- Occasional crawling on knees required
- Requires hiking and working alone in field when weather permits

### **Work Environment**

- Work is typically performed in an interior office environment, however occasional field work may be required
- Possess ability to adapt to inclement weather conditions and/or situations
- Ability to drive, occasionally long distances
- Noise level could be low to moderate in work environment
- Ability to work in stressful environment and deal effectively with stress
- Ability to perform duties and adapt to flexible work schedules as established by management

### **Travel Requirements**

- Limited travel - ability to travel for activities such as classes, and workshops in and out of the area
- Overnight travel as required

**SALARY IS \$16.71 HOURLY. AN OFFICIAL VILLAGE OF RUIDOSO APPLICATION MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO, NM 88345. RÉSUMÉS WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM ON TUESDAY, MAY 31, 2016. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.**

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DATE & TIME POSTED: 05/02/16 12:00 PM BW (Initial)

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