



City of Fond du Lac, WI

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST

The **City of Fond du Lac, WI** is accepting applications for a **Geographic Information Systems (GIS) Specialist**. This full-time position will perform various duties related to the development and maintenance of the City's enterprise GIS. This includes, but is not limited to, feature class creation, database development, quality control, scripting, map application development, and general mapping and analysis support.

The successful candidate will have the experience and skills necessary to perform the essential duties including:

- Assist in the development, maintenance, coordination, and support of the City's GIS;
- Digitize point, line, and polygon features using ArcMap, ArcGIS Pro, ArcGIS Online, and other Environmental Systems and Research Institute (ESRI) mapping tools;
- Prepare and distribute digital data requests for both internal and external customers;
- Create digital and hardcopy maps for offices both within and outside of the City;
- Research, communicate, and obtain the documents necessary to accurately create and maintain geographic data;
- Communicate and work with other City personnel to learn workflows and develop GIS solutions to improve workflow efficiency;
- Utilize cartographic skills to effectively communicate mapped geographic data to the general public, City personnel, and other governmental offices;
- Develop scripts using Python, Visual Basic, and other programming languages in an effort to streamline data processing and other routine GIS tasks;
- Prepare and maintain user documentation for GIS-related processes;
- Stay current with GIS-related technologies, workflows, and solutions, as well as software and hardware devices;
- Train GIS users on the use of various GIS technologies, including desktop software, online mapping solutions, and hardware devices.

Qualifications include:

- Extensive working knowledge of GIS, and cartographic principles and techniques;
- Proficient with ArcGIS 10.x, including ArcMap, ArcCatalog, and ArcToolbox;
- Familiarity with using ArcGIS Pro;
- Knowledge of ArcGIS Online, ArcGIS Server, and Portal for ArcGIS;
- Familiarity with scripting using Python, Visual Basic, and/or other scripting languages;
- Able to work independently with minimal supervision;
- Able to effectively and efficiently work on and manage multiple concurrent projects, staying within established goals and deadlines;
- Knowledge of using AutoCAD and/or other CAD-based software;
- Ability to train others on GIS workflows and related technologies;
- Ability to effectively communicate with coworkers and the general public.

Minimum Education and Experience Required to Perform Essential Job Functions

Bachelor's Degree from an accredited college or university with major coursework in GIS, geography, computer science, or urban and regional planning; plus a minimum of two-years of experience with GIS, including the ArcGIS software suite; or a combination of education, training and experience that provides the necessary knowledge, skills, and abilities to perform the duties of the position.

The City of Fond du Lac offers a comprehensive fringe benefit package including health and life insurance, as well as participation in Wisconsin Retirement. **Application deadline is 4:00 p.m., March 23, 2018.**

If you are interested in this excellent opportunity, please submit a completed application and resume describing your experience as it relates directly to this position. You may obtain application materials by visiting the City website - <https://www.fdl.wi.gov/employment.iml>; or by contacting City Human Resources at (920) 322-3624.