



CITY OF MEMPHIS

JUNE 30, 2010

EQUAL OPPORTUNITY EMPLOYER

Applications will be accepted from 8:00 A.M. until 5:00 P.M. in the Employment Office, Room 1B-33, City Hall, 125 North Main until or visit our **Satellite Offices at 4225 Riverdale; 3030 Poplar**

JULY 12, 2010

For a complete listing of job openings please visit web site at www.memphistn.gov

THE CITY CHARTER REQUIRES THAT CITY EMPLOYEES MUST ESTABLISH RESIDENCE WITHIN THE MEMPHIS CITY LIMITS WITHIN SIX (6) MONTHS FROM DATE OF EMPLOYMENT. PROOF OF RESIDENCE WILL BE REQUIRED AT THE TIME OF HIRE.

POSITION: GIS TECHNICAL COORDINATOR – (1 Opening) Annual Salary: \$67,745.87 - \$94,502.44 - Bi-weekly: \$2,605.61 - \$3,634.71; Executive/Information Services J.O. #10-063

ESSENTIAL JOB FUNCTIONS: Works under the direction of the GIS Program Manager to coordinate technical functions involved in implementing projects or services to serve the various GIS-related needs of the City divisions and departments. Produces mapping products and data; captures, converts, and edits various data; analyzes map information; and ensures that metadata is compliant with Federal Geographic Data Committee (FGDC) standards for all City map layers. Creates distributed products via web-based technology and desktop software coordinating with the GIS Application Developer. Conducts training for distributed applications. Supervises GIS technicians and interns. Develops and maintains the Geo-database and distributes data to City departments; and administers GIS system including installing and updating related software and hardware as needed. Prepares presentation maps for meetings, conferences, and other public viewing. Maintains and applies knowledge of current technology as it relates to GIS and provides pertinent information to the GIS team.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment such as a personal computer and telephone.

TYPICAL WORKING CONDITIONS: Work is performed in an office. Some occasional travel to meetings across the City may be required.

MINIMUM QUALIFICATIONS: Bachelor's degree in Geography, Engineering, Computer Science, or a related field and six (6) years professional experience utilizing GIS techniques and processes including extensive experience using ESRI software (ArcGIS/ArcInfo, Spatial Analyst, Network Analyst, and 3D Analyst) and Windows operating system; or any combination of experience and training which enables one to perform the essential job functions. Specific experience supporting the mapping needs of municipal planning, fire, police, and engineering departments and knowledge of related data strongly preferred. Related Master's degree preferred. **(PROOF OF EDUCATION REQUIRED)**