CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE EXAMINATION FOR
DATA TECHNICIAN - GIS AND IMAGING

SALARY RANGE $60,189.04 - $75,846.50

DISTINGUISHING CHARACTERISTICS OF CLASS

The Data Technician is responsible for the creation, field collection and maintenance of GIS, Imaging and Tabular data as determined by the City's GIS Program Manager.

ILLUSTRATIVE EXAMPLES OF WORK

Collect data from the field using tablets, GPS, or other equipment. For example, stormwater system asset inventory, capture stormwater pipe connectivity, field verify address information.

Scan, index and convert as built or other drawings or documents from paper or digital sources into the City's GIS, Document Management database and other City systems.

Develop and maintain GIS datasets.

Test for, and ensure, data quality.

Develop and maintain metadata, procedures, and other documentation.

Manage IT Department Software and Procedures Library and other IT Department information.

Application tester.

Document preparation for scanning projects.

Other duties to be performed as required.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

Proficient with ArcGIS Pro, ArcGIS Field Collector and other ESRI products, especially as it relates to data development, maintenance, plan georeferencing and coordinate geometry.

Proficiency with MS-Office and Adobe Acrobat Professional.

Experience with SQL Server.

Should be able to create simple scripts or other automations to assist in the processing of images, tabular or GIS data.

Understanding of relational databases, and how to query and update them (SQL Server and MS-Access).

Research land records and interpret metes & bounds, land surveys, and plats to build accurate boundaries in GIS.

Understand and interpret civil engineering plans, sanitary sewer and stormwater system as-built plans, property deeds and other GIS datasets.

Ability to scan small and large format source material and efficiently use the scanning software to create the required files. Those files will likely be indexed and uploaded to one of several City systems.

Convert image formats as necessary.

Technical writing.

Must be organized and must be able to work independently.

DESIRABLE EXPERIENCE AND TRAINING

Candidate should have a minimum of 4 years' experience with creation and maintenance of GIS and other data, including field data collection.

QUALIFICATIONS

Bachelor's Degree in GIS, geography, computer science, engineering, planning, natural resources or appropriate field with 4 years of data development and maintenance experience; OR 6 years of GIS data development and maintenance experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

A valid Driver's License is required.

Must effectively function as a team member.

Must establish and maintain effective work relationships with clients, peers, vendors, associates, superiors, and the public.

EXAMINATION:

The examination shall consist of an oral examination that will count for 100% of your final grade.

The minimum passing grade will be 70%. Qualified employees will have appropriate seniority points added to a passing score.

BENEFITS:

- 401(a) and 457(b)
- 401(a) matching
- Life insurance
- Health Savings Account
- Dental insurance
- Paid time off

VETERAN DATES for ACTIVE DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946
June 27, 1950 to January 31, 1955
July 1, 1958 to January 1, 1959
August 5, 1964 to May 7, 1975
August 20, 1982 to December 31, 1987
December 20, 1989 to January 31, 1990
August 2, 1990 to July 13, 1992
September 18, 2001 - A period prescribed by law, an Act of congress of Presidential Proclamation
October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential Proclamation

The City of Cranston encourages diversity in its workforce.

We are an Equal Employment Opportunity Employer