



## City of Ames GIS Technical Assistant

<b>SALARY</b>	\$16.88 - \$24.34 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	23-GISTA-01
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	04/18/2024
<b>CLOSING DATE</b>	5/2/2024 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

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Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

Under the direction of the GIS Coordinator, support and assist in the management of the City of Ames Geographic Information Systems (GIS). The City of Ames uses GIS, Geographic Information Systems, to capture, store, analyze, manage, and present spatial or geographic data. These systems help provide our citizens and organizational departments with exceptional service at the best possible price.

Candidates for this position can expect to work 15-19 hours per week at City Hall between the hours of 7am-5pm. This is an ongoing part-time position.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

### Examples of Essential Job Functions

- Assist with the City's GIS implementation and maintenance activities
- Create printed maps and other cartographic products
- Create and maintain data and web applications using ArcGIS online
- Assist with GIS data development and/or conversion projects
- Assist staff in maintaining GIS data layers
- Carryout field mapping tasks using RTK GPS and ArcGIS mobile apps
- Develop and document GIS data and procedures. (i.e. metadata development)
- Assign attribute data from other datasets to GIS format (i.e. excel to geodatabase)
- Develop GIS layers / data elements / symbology
- Interpret aerial photography / orthophotographs

- Perform digitizing
- Develop and document GIS data and procedures. (i.e. metadata development)
- Other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

### Education and Experience

#### **Required:**

- Demonstrate a working knowledge of ESRI ArcGIS software, including data editing, analysis, and basic cartography.
- Be familiar with basic GIS related tasks/terminology.
- Coursework or experience using ArcGIS products.

#### **Preferred Qualifications:**

- Knowledge of GIS data types and formats including Shapefile, Geodatabase, File Geodatabase.
- Knowledge of field data collection using ArcGIS mobile apps
- Experience or field of study in Civil Engineering, Transportation, Community Planning, Computer Science, Environmental Science, Agriculture, Forestry or GIS.

Licenses and Certification: Valid driver's license required.

Knowledge, Abilities, and Skills: Knowledge of basic cartography principles using ESRI ArcGIS (ArcMap or ArcPro) software; Basic understanding of GIS principles, data sources and data types. Ability to prepare a basic map for printing using ArcGIS software; Ability to work independently; Ability to perform field data collection; Ability to be detailed oriented; Ability to independently problem solve. Skill in MS Office (Excel, PowerPoint, Word)

## Supplemental Information

Required Physical Activities: Talking, hearing, grasping, finger dexterity, and repetitive motions.

Physical Characteristics of Work: Primarily sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to move objects.

Vision Requirements: The minimum for use with those whose work deals largely with preparing and analyzing data and figures, the use of a computer terminal, and extensive reading.

Environmental Conditions: The worker is subject to both inside and outside environmental conditions. May have occasional exposure to noise, vibration, and extreme cold or heat.

Equipment Used to Perform Essential Functions: Computer equipment such as keyboard, mouse, monitor, and printer. A variety of mechanical office equipment such as copy machine, light table and calculator. General office equipment such as writing utensils, paper fasteners, files, etc. Specialized tools and equipment for drafting and design. GPS survey equipment. Printed materials such as maps, reference reports and correspondence. Telephone.

#### **Selection Process:**

The selection process consists of an evaluation of education and experience, phone interview, on-site interview, reference checks and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum. Depending on the number of qualified candidates, the City may forego phone interviews. Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 12 months.\*\***

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

**GIS Technical Assistant Supplemental Questionnaire**

**\*QUESTION 1**

**Will you have a valid driver's license at time of hire?**

- Yes
- No

**\*QUESTION 2**

**This position requires 15-20 hours of work per week with work taking place at City Hall between 7am-5pm. Will you be able to meet this expectation?**

- Yes
- No

**\*QUESTION 3**

Please describe your working knowledge of ESRI ArcGIS and or/ ArcGIS online software including data editing and analysis.

**\*QUESTION 4**

What's your experience with editing data, performing spatial analysis and basic cartography (i.e. creating maps)?

**\*QUESTION 5**

Do you have experience using GIS in your coursework, field of study, or previous employment? Please explain.

**\*QUESTION 6**

Please describe your knowledge of GIS data types and formats including Shapefile, Geodatabase, File Geodatabase.

**\*QUESTION 7**

Please describe how you have used ArcGIS Online (AGO) in the past. Specifically what projects or web applications have you completed using AGO.

**\*QUESTION 8**

Please describe any experience or knowledge you have with field data collection using ArcGIS mobile applications.

\* Required Question