

# GIS SPECIALIST

NOW HIRING

CITY OF PALM COAST CAREER  
OPPORTUNITY







## The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the

native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



## The Position

Reporting to the GIS Lead, the purpose of the position is to perform skilled technical and professional work in the design, development, and maintenance of Geographic Information System (GIS) graphics and mapping applications. Employees in this classification produce spatial and non-spatial data/information relevant to particular studies or analysis that provide technical assistance in the activities of demographics, zoning and planning. Employee requires strong organizational skills with the ability to carry out a variety of directed tasks. Performs related work as directed. Associate's Degree in Geography, Computer Science, Planning, Engineering, Surveying or related field; supplemented by one (1) year progressively responsible experience in GIS products; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida Driver's License.



## Key Duties and Responsibilities

- Enhances, expands and maintains the Geographic Information System (GIS) of the City, specifically as it relates to both office and field engineering of the design, construction, operation and maintenance of public/private facilities.
- Utilizes GIS and associated software to produce, display, and analyze geographic information; creates case maps to internal customers in various departments.
- Develops ArcView projects/layouts for the fulfillment of data requests as necessary; designs cartographic and other visual graphic output for various departments.
- Prepares, updates and maintains graphic displays databases, reports, statistical information and maps as requested.
- Assists in the collection and mapping of land use, environmental and other types of data for comprehensive plans and amendments.
- Interprets various information from applications to GIS files, e.g., survey drawings, site development plans, subdivisions plans, plats.
- Digitizes customer supplied information.
- Assists various employees with map production and analysis of spatial database information; provides technical support to train and assist system users in new and existing GIS applications.
- Assesses and coordinates GIS software and hardware needs of the department; evaluates new GIS software and databases.
- Organizes, creates, manipulates, enters and retrieves GIS data for reporting, analysis and presentation purposes.
- Performs related duties as directed.

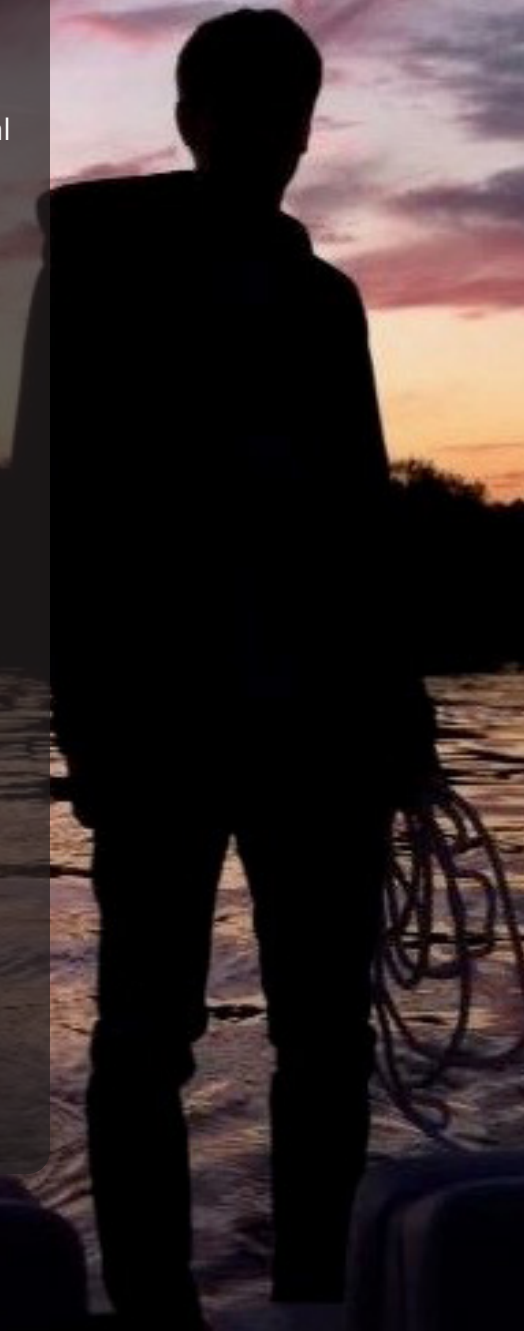


## Knowledge, Skills & Abilities

- Knowledge of the principles, practices and methods of GIS database development, management and maintenance.
- Knowledge of GIS concepts of presentation graphics; knowledge of digitizing techniques.
- Knowledge of standard cartographic survey procedures; knowledge of general construction specifications and blueprints.
- Knowledge of higher math and the practical application of such to land survey and cartographic practices, e.g., basic algebra, planer geometry.
- Knowledge of GIS workstation hardware, software, and operations.
- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of CADD production techniques, and information management techniques relating to real property, public works, and building construction.
- Skill in the conversion of spatial data into digitized formats utilizing current GIS technologies.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Skill in the manipulation and management of relational and non-relational database(s).
- Ability to research and interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery and related GIS renderings.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships and communications with
  - project consultants, private contractors, City employees, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

## Minimum Qualifications

- Associate's Degree in Geography, Computer Science, Planning, Engineering, Surveying or related field.
- One (1) year progressively responsible experience in GIS products.
- Must possess and maintain a valid Florida Driver's License.





## The Ideal Candidate

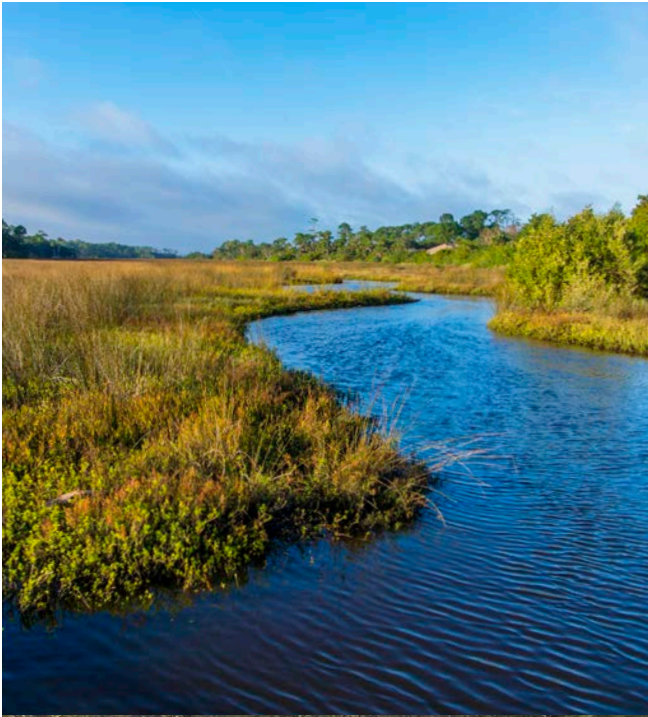
Would you like to work for an organization that seeks to be forward thinking and innovative with its use of technology? Do you find satisfaction in improving processes and solving problems through the display and analysis of spatial data? Does collaboration in a team environment fuel your passion? You may be the person we're looking for.

The ideal candidate for this position is passionate about the use and expansion of GIS technologies.

The candidate should be acquainted with the technical aspects of GIS (databases, map creation utilizing JavaScript) and knowledgeable of how to configure GIS environments. An established understanding of ArcGIS and ESRI products is foundational.

The ability to find creative solutions to problems, communicate technical ideas to non-technical people, and to motivate through a positive attitude are also highly desired.





## Compensation and Benefits

Starting salary range is \$20.8316/hr - \$ 23.6153/hr. The full salary range is \$20.8316/hr - \$31.9661/hr. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.



## How to Apply

Apply online through the City's website at [www.palmcoastgov.com/employment/openings](http://www.palmcoastgov.com/employment/openings). Questions should be directed to Human Resources at [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.

## Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

## The Process

Applications will be accepted until the position is filled. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

## Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.

