### EMPLOYMENT OPPORTUNITY

**POSITION:** GIS Manager  
**SALARY RANGE:** $5,763 – $7,072/Month  
**DEPARTMENT:** Public Works  
**HOW TO APPLY:** Please go to [www.wenatcheewa.gov](http://www.wenatcheewa.gov) to view the job description including qualification requirements and download application materials.

The following constitutes a complete application package in the following order:

1) Letter of Interest/Cover Letter  
2) Resume  
3) Application for Employment  
4) Supplemental Application

Complete application packages may be emailed ([HR@WenatcheeWa.Gov](mailto:HR@WenatcheeWa.Gov)), faxed (509-888-3636), or mailed to:

City of Wenatchee  
Human Resources Department  
PO Box 519  
Wenatchee, WA 98801-0519

**An incomplete application packet will not be considered.**

**CLOSING DATE:** 5:00 P.M., Monday, March 5th, 2018
JOB DESCRIPTION

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

POSITION: GIS Manager
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
FLSA: Exempt
AFFILIATION: Management/Administrative Group
DATE: February 2018

1.0 PURPOSE
1.1 To outline essential job duties, qualification requirements and working conditions for the position of GIS Manager.

2.0 ESSENTIAL JOB DUTIES
2.1 Administers program development, operation and maintenance of the City’s Geographic Information System (GIS).
2.2 Performs, manages and directs mapping, data management, analysis and workflow procedures utilizing GIS for City-wide applications.
2.3 Designs and implements policies and procedures governing the collection, inclusion, maintenance and dissemination of geographically based infrastructure information.
2.4 Establishes short- and long-term goals and objectives for the City’s GIS system to ensure current and future needs of internal and external customers within the scope of GIS are met.
2.5 Manages development, operation and maintenance of system databases, hardware, software and design. Evaluates data, identifies end-user needs and implements system enhancements.
2.6 Coordinates plans to acquire, exchange, share and integrate digital and spatial data.
2.7 Effectively communicates GIS system issues. Analyzes problems and recommends solutions.
2.8 Coordinates with the Public Works Business Manager on managing the enterprise asset management software and its various databases, workflows and reports.
2.9 Establishes and reports performance measures for GIS activities, projects and deliverables.
2.10 Organizes project records and provides timely progress reports related to GIS initiatives.
2.11 Provides geographical analysis to aid others in information dissemination and decision making.
2.12 Directs, manages and performs research and assembly of ownership, title and tax records for annexation or local improvement district projects.
2.13 Trains and assists GIS users and provides technical guidance and support for departmental staff.
2.14 Works collaboratively with the IS Department in providing support for GIS related components.
2.15 Supports, troubleshoots, configures and coordinates upgrades of SCADA hardware, software and training for utilities staff regarding technology use and operation.
2.16 Participates in the employment process including hiring, probationary periods, promotional opportunities and training programs. Assigns, trains, supervises and evaluates work of staff. Ensures performance evaluations are conducted as required to guide development of employees and provide a record of performance. Conducts disciplinary actions as approved by HR.
2.17 Maintains current standard operating procedures. Ensures staff maintain current procedures and tasks to fully understand and explain position responsibilities.

Other job functions:
2.18 Performs other duties as assigned.

3.0 QUALIFICATION REQUIREMENTS
3.1 Bachelor’s degree in geography, GIS, computer science, urban planning, surveying or related field.
3.2 Four (4) years of progressive GIS experience including two (2) years in a supervisory capacity.
3.3 Two (2) years of municipal experience in a public works department preferred.
3.4 Must possess a current WA State Driver’s License and maintain throughout employment.

Requires knowledge of:
3.5 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
4.0 WORKING CONDITIONS
4.1 Works in an office or meeting room setting and facility locations.
4.2 Attends meetings or performs duties outside of normal office hours and travels by car.

Requires the ability to:
4.3 Use appropriate safety equipment and follows safety policies, practices and procedures.
4.4 Sit or stand for long periods. Lift and carry items weighing up to 25 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

Prepared by: Human Resources (KP)
Last Revised: 02/06/18

Job Description//GIS Manager/Page 2 of 2
APPLICATION FOR EMPLOYMENT

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NAME
Last  First  M.I.

ADDRESS
Street
Apt. #

City  State  Zip

PHONE
Home  Work  Cell

Includes Area Code

EMAIL

List specific position/title applying for

Date available for work

Will accept:  Regular Full-time
            Regular Part-time
            Temporary

Have you filed an application or been employed here before?  □ Yes □ No  Date(s)

Are you able to provide proof of your eligibility to work in the U.S. if offered employment?  □ Yes □ No

Do you have a valid Washington State Driver's License?
               LIC #:  Expiration Date:

Have you ever been convicted of a felony or released from prison?  □ Yes □ No

(A conviction record will not necessarily bar you from employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

The City will require a Criminal Background Check for the successful applicant. Would you have an objection to this report?  □ Yes □ No

Are you able to perform the primary duties of the job as outlined in the job description?  □ Yes □ No

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)
EDUCATION AND FORMAL TRAINING

HIGH SCHOOL

Do you have a high school diploma or GED certificate?  □ Yes  □ No

COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

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SPECIALIZED TRAINING

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List any skills you possess or machines you can operate that would help you qualify for the position(s):

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List any special licenses, registrations or training, including seminars and workshops, which would help you qualify for the position(s):

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EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that would help you qualify for this work. Use additional sheets if necessary.

**PLEASE NOTE:** Information obtained from previous employers and/or references is confidential.

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PRIMARY DUTIES:

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<td>MAY WE CONTACT THIS EMPLOYER?</td>
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ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, The City of Wenatchee, its representatives, employees, or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding The City of Wenatchee or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date

Last revised 05/17
**SUPPLEMENTAL APPLICATION**

**GIS Manager**

**Name _____________________________**

*Please answer all questions and submit with your completed City of Wenatchee application materials (cover letter, resume, general application and supplemental application). Be complete and as clear and concise as possible in your answers.*

## MINIMUM QUALIFICATIONS

1. **☐ YES ☐ NO**  Do you have a bachelor’s degree in geography, GIS, computer science, urban planning, surveying or related field?

2. **☐ YES ☐ NO**  Do you have four (4) years of progressive GIS experience?

3. **☐ YES ☐ NO**  Does your experience include two (2) years in a supervisory capacity?

4. If you do not have the education or experience specified in Questions #1-3 above, list the equivalent combination of education, training and experience that you believe provides you with the required skills, knowledge and abilities for this position.

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

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## PREFERRED QUALIFICATIONS (Not Required)

5. **☐ YES ☐ NO**  Do you have two (2) years of municipal experience in a public works department?

## PLEASE PREPARE NO MORE THAN A ONE-PAGE (TOTAL) RESPONSE TO QUESTIONS BELOW

6. What interests you most about being a GIS Manager for the City of Wenatchee?

7. Summarize your knowledge and direct work experience related to administering program development, operation and maintenance of Geographic Information Systems.

8. Describe your general management style, in day to day operations.

9. Please list the programs/software systems you have used, what you use each program for and your level of proficiency with each program.

**I certify that the information contained in this supplemental application and in any attachments is true and complete without embellishment. I understand all answers in this supplemental application are part of the application process and, as such, are subject to verification.**

Applicant Signature  ___________________________  Date  ________________