



## **NOTICE OF JOB OPENING PAGIS GIS TECHNICIAN**

**Opening Date:** July 9, 2018; **Closing Date:** Until Filled; **Classification:** Non -Exempt (\$19.25 per hour-entry)

**Summary of Job Duties and Responsibilities:** Under limited supervision, the PAGIS GIS Technician performs a variety of technical support work in the data development and daily data maintenance of the PAGIS GIS layers and databases. Perform related work as required.

**Knowledge, Abilities, and Skills:**

- Knowledge of data maintenance and quality control procedures
- Knowledge of geographic information system (GIS)
- Knowledge of theory and practice of spatial data operations
- Knowledge of ArcGIS Desktop, Geodatabase, ESRI extension products
- Knowledge of mapping principles and methods
- Knowledge of database structure and design
- Knowledge of research methods and techniques
- Ability to plan and manage work
- Ability to read and interpret civil engineering drawings and maps
- Ability to read maps, plans, legal descriptions and technical specifications
- Ability to use CAD
- Ability to deal tactfully with customers
- Ability to maintain accurate records and compile reports
- Ability to communicate orally and in writing
- Ability to coordinate work with others within and outside PAGIS
- Ability to extract information from records (written, computerized and/or orally)
- Skilled in ESRI GIS applications and systems
- Skilled in making presentations to a variety of audiences

**Essential Functions:**

- Computer keyboard manipulation
- Eye and hand movement
- Mouse mobility
- Sit for extended periods
- Visually look at computer screen for extended periods

**Special Qualifications:**

- Must be 21 years old or older
- Must have a valid Arkansas Drivers License
- Must have a good driving record

**Minimum Qualifications:**

High school diploma with two (2) years of education in GIS, CAD, Computer Science, or related field plus two (2) years work experience in an ArcGIS environment.

**Desirable Qualifications:** Bachelor of Science degree in Geography, Computer Science or related field.

**Work Conditions:**

Individual works in heated and air-conditioned office. Works outdoors in favorable weather. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors.

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All interested employees of Pulaski Area Geographic Information system (PAGIS) are encouraged to apply and should request and complete a Request for Transfer/Promotion Form and an application in order to be considered for the position. Please contact Julie Kent at 377-1264 to receive these forms beginning on **Monday, July 9, 2018 between the hours of 8:00 a.m. and 4:00 p.m.**

Interested outside candidates may apply beginning on **Monday, July 9, 2018 between the hours of 8:00 a.m. and 4:00 p.m. in the Office of Pulaski Area Geographic Information system (PAGIS) at 221 East Capitol, Little Rock.**

**All forms must be completed and returned to Pulaski Area Geographic Information system (PAGIS) on Friday, July 20, 2018 by 4:00 p.m. in order to be considered for the first round of interviews. PAGIS will require a pre-employment drug test for all prospective employees after an offer of employment has been made. All offers will be contingent on the prospective employee receiving a "passing result" on the tests conducted. A criminal background check will be conducted.**

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**Pulaski Area Geographic Information system (PAGIS) is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.**

**Job related written and/or skills evaluation  
will be conducted.  
501-377-1264  
www.pagis.org**