

JOB ANNOUNCEMENT

The City of Norwich announces an open examination to fill a vacancy and establish a list for the following classification:

GIS ANALYST

Norwich Public Utilities

Salary: \$55,681—\$67,641

Open Examination #1877

PRIMARY JOB FUNCTION: Under direction, develops a wide variety of computerized maps and map layers through the use of automated drafting equipment by interpreting source data, electronically drafting or digitizing the information into the computer database, adhering to pre-established GIS mapping conventions and following pre-established procedures and sequences using the City of Norwich and Norwich Public utilities' Geographic Information System to support the operation efficiency and informational needs of all NPU and city departments.

ESSENTIAL JOB FUNCTIONS: Creates, maintains, and edits department's spatial databases, including the preparation of data dictionaries and documentation. Prepares and executes queries under the direction of supervisor, of individual electronic databases and thematic maps, producing products that include, but are not limited to maps, tables, plots, charts, and graphs. Using GIS and other technologies, prepares a variety of analyses of electronic information, including the preparation of multi-layered and linked thematic maps, and tabular data. Prepares graphic materials showing the results of these analyses and assists staff in interpreting the results. Determines scale, line size and color to print hard copies of computerized maps using a plotter. Quality assures layers for currency and accuracy of a variety of geographical information system data, including researching and revising maps and data from other data systems; identifies and corrects GIS errors. Operates a variety of geographic information systems input and output devices, including digitizing boards, scanners, printers, and plotters. Services as member of intra- and inter-departmental applications development teams. Answers questions and provides information to staff regarding maps. Completes supporting forms and correspondence to relay completion of changes to the property owners and staff. Generates and maintains records, documentation, and files for all NPU infrastructure, utility services, and systems. Performs all function of Technician as assigned. Files and retrieves information relating to all NPU services relating to "call before you dig" and general construction needs. Generates analysis for general engineering calculations and energy conservation issues.

QUALIFICATIONS: An Associate's Degree from a recognized college or university and a minimum of at least two (2) years of GIS mapping experience.

Copies of the complete job description are available in the City of Norwich Human Resources Department.

Apply before **4:30 p.m., Friday, January 15, 2010**, to the Human Resources Department, City Hall, 100 Broadway, Room 213, Norwich, CT 06360. **In order to be considered, applicants must demonstrate on their application that they meet the minimum qualifications as stated in the job announcement.** To obtain an employment application, visit our website at www.norwichct.org.

For questions or additional information, call (860) 823-3836

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

12/28/09 *Blem*