



# City of Milpitas

## We invite applications for the position of: GIS Technician I

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| <b>Annual Salary Range:</b> | <b>\$97,836.96 - \$118,922.70</b>  |
| <b>Post Date:</b>           | <b>March 12, 2020</b>  |
| <b>Close Date:</b>          | <b>Open until filled; first application review date of April 3, 2020</b> |

### THE COMMUNITY

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8<sup>th</sup> fastest growing city in the United States, and the 2<sup>nd</sup> fastest growing in California. Milpitas also boasts the 3<sup>rd</sup> highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

### THE CITY GOVERNMENT

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents and oversees the City's \$253.2 million budget. Issues currently challenging the City include development, quality of life, and traffic.

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>



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### The Opportunity

The GIS Technician I position requires technical office drafting and cartographic expertise to maintain electronic cadastral base maps with the ESRI and Autodesk software. Incumbents independently perform technical GIS work, to produce a variety of maps and other processing output such as reports, and to resolve moderately complex computer operating system and network problems. GIS Technician I is distinguished from Engineering Aide by its specialization in GIS operation, cartographic skill, and computer system and network operation.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Produces maps, spreadsheets, graphs, and other analytical products in response to requests from staff, consultants, and the public.
- Prepares, collects, organizes and inputs data to maintain and enhance the enterprise geodatabase.
- Designs, maintains, and updates the Relational Database Management Systems and performs routine data management tasks, such as data validation and correction, queries and editing in GIS.
- Develops, tests and implements quality assurance (QA) and quality control (QC) processes to ensure GIS data accuracy and integrity.
- Interprets as-built drawings, City Capital Improvement Projects (CIP) plans, Private Development plans, recorded maps, deeds, and related source documents and incorporates them into GIS.
- Prepares reports and provides statistical support documentation, using spatial analysis, to inform management of asset conditions and data inconsistencies.
- Utilizes Global Positioning System (GPS) equipment in the field to acquire and record GIS positional and attribute data.
- Assist and support the City's GIS Manager with the operation, update, and correction of GIS systems.
- Perform related duties, as assigned.

### Experience and Education

- A Bachelor's degree in geography, GIS, computer science, civil engineering or a related field, with major course work in GIS. Additional qualifying experience may substitute for formal education.



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- Two years of progressively responsible experience utilizing geographic information systems, establishing and maintaining databases and digitizing as-built drawings and construction plans.

### License and Other Requirements

- Possession of, or ability to obtain and maintain an appropriate, valid California driver's license.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the ProTech bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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