



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

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**GEOGRAPHIC  
INFORMATION SYSTEMS  
(GIS) TECHNICIAN**

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**#25A-59**

**SALARY:**  
**\$9,273 - \$11,270 / month**

**Close date: August 27, 2025  
(Opened August 6, 2025)**

***Interested in joining the  
Redwood City team?***

**Application Process**

City application is required in  
<https://www.calopps.org/>  
Apply online, click: [GIS Technician](#)

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

**Selection Process**

In person Oral Board Panel Interviews  
tentatively scheduled for  
**Tuesday, September 2, 2025**

All applications including resume will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.

**WHY JOIN THE REDWOOD CITY TEAM?**

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by *core values* of *excellence*, *excellence*, *integrity*, *collaboration*, *service*, *inclusion* and *innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.



The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun IT team that fosters innovation, creativity, and collaboration, we hope you'll apply.

**ABOUT THE POSITION**

In the department of Information Technology, the **Geographic Information Systems (GIS) Technician** will be full-time (40 hours per week), and will report to the GIS Manager, will assist with maintaining GIS data, preparing high quality maps, conducting spatial analysis, and designing web-map applications.

The GIS Technician performs a variety of technical duties including data analysis, database management and data output tasks of moderate difficulty, related, but not limited to the City's utilities and Capital Improvement Projects.

**Typical duties may include:**

- Producing maps, spreadsheets, graphs, and other analytical products in response to requests from staff, consultants, and the public.
- Designing databases and performing routine data management tasks, such as data validation and correction, queries and editing in GIS.
- Designing web-map applications, assisting non-technical staff in the use of custom GIS applications, such as the City's web-GIS.
- Preparing reports and providing statistical support documentation, using spatial analysis, to inform management of asset conditions and data inconsistencies.
- Conducting research and providing recommendations on modifying procedures and developing workable solutions for managing GIS data problems.



## BENEFITS

The successful candidate will enjoy the following benefits in: [SEIU MOU](#)

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options; Maximum City contribution is \$2,373.74/month.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 5 days
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

## Core Values:

*To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values*



## IDEAL CANDIDATE

Will have thorough knowledge of ESRI ArcGIS Pro (v2.x or v3.x), ArcGIS Web App-Builder/Instant Apps, and ArcGIS Field Maps. In addition, will have a minimum of three years of experience digitizing construction plans and utility as-built drawings into GIS; will have a background working in an enterprise geo-database environment; will have a solid understanding of relational databases and database design; will have the ability to synthesize, summarize, evaluate, and/or identify information; will use initiative and judgment to analyze relevant data; will be able to take direction and follow established policies and procedures; will be a team player who is able to work effectively with a variety of City staff; will be detail-oriented and will have strong written and oral communication skills. Experience maintaining a Master Address Database (MAD) is a plus.

## MINIMUM QUALIFICATIONS:

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

### Training & 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.

### Experience

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

### Licenses & Certificates

Possession of, or the ability to obtain, an appropriate, valid California Driver's license.

## Knowledge of:

- Current principles, methods, terminology, and trends in Geographic Information Systems, cartography, and spatial analysis.
- Esri ArcGIS Pro (v2.x or v3.x), relational database principles, geo-database design, and web-map development.
- Basic principles and practices of civil engineering as performed by a paraprofessional engineering position.
- Modern office equipment including proficiency with Microsoft Office products such as Word, Excel and Access.



**Ability to:**

- Understand basic programming in Python and utilize advanced mapping techniques, such as data driven pages and feature link annotation.
- Define problems, collect data, establish facts and draw valid conclusions; identify, analyze, evaluate, diagnose, and solve system problems.
- Communicate effectively both orally and in writing.

*To review the job description please click: [www.redwoodcity.org/home/showpublisheddocument/402/635779260176670000](http://www.redwoodcity.org/home/showpublisheddocument/402/635779260176670000)*

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**Prior to Appointment**

Candidates will be required to pass a pre-employment physical exam and extensive background check (*at no cost to the candidate*) including the following:

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- Criminal History Check
  - DMV Check
  - DOJ fingerprint check
  - Reference check. Reference checks will be conducted in close coordination with the candidate.

**SPECIAL INSTRUCTIONS**

*A City application and supplemental questionnaire is required. **Applications must be filled out completely.** Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application. Resumes may be attached separately, but resumes will not be accepted in lieu of a completed city application.*

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**SUPPLEMENTAL QUESTIONNAIRE  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN - #25A-59  
CITY OF REDWOOD CITY**

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The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills.

***Please answer the following questions. Applications without answers will not be considered complete. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. Please thoroughly and concisely answer the following questions and provide specific examples.***

1. Please describe your experience digitizing construction plans and as-built utility drawings into GIS.
2. Please describe your experience designing web-map applications. Be specific about the platforms and tools you utilized.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.*