



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

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www.threeriversmi.org

JOB POSTING

Geographic Information Systems (GIS) Specialist

The City of Three Rivers Department of Public Services is seeking a qualified individual for the full-time position of Geographical Information System (GIS) Specialist. This position is responsible for maintaining a number of the City's different databases using ArcGIS. Duties include interpreting technical drawings, plat maps and legal descriptions, as well as data collection in the field; performing calculations using algebra, geometry and trigonometry. Other roles include address ordinance administration, floodplain administration, updating parcel data, and the creation of maps for multiple City departments. This position would also act as the City liaison staff person to the Planning Commission and Zoning Board of Appeals and the Historic District Commission. Employee would assist the planning commission with plan review, ordinance revisions, master plan updates, Park plan updates, variance requests, and ZBA requests. The position would also be responsible for maintaining the City's website, to bid blighted and hazardous property demolition, assist with the sidewalk replacement program, and assisting with administering park improvement grants when they are obtained.

Bachelor's degree or equivalent course work at a technical or vocational school in Geographic Information Systems, Civil Engineering, Computer Science, or a related field required. Experience working with ESRI ArcMap and Microsoft Office suite required. Must be able to work independently or with a group, and perform multiple tasks in a busy office. Ability to prioritize is a must. Excellent customer service, verbal, and written skills are required. Ideal candidate will have 2-4 years of work experience with GIS and AutoCAD, experience in a local government setting is preferred.

This is a full-time, non-union, at-will position with a pay range of \$17.00 - \$20.00/hr depending on qualifications. \$1000.00 one-time bonus for AutoCAD certification upon hire or obtained during employment.

Interested candidates should submit an official application, resume and cover letter until filled, to Deputy Director of Finance and Administration; Leslie Wilson at Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093, M-F 8:00 a.m. – 4:30 p.m. ph. (269)273-1075 x 108 lwilson@threeriversmi.org fax (269)273-3132. Official applications can be found at www.threeriversmi.org.

EOE/AA/MF/H/V

City of Three Rivers
Equal Housing Opportunity
Equal Opportunity Employer

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