

CITY OF UNALASKA  
**JOB ANNOUNCEMENT**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

*The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps & other national service alumni to apply*

IN HOUSE POSTING: August 16, 2018

TO THE PUBLIC: August 16, 2018

Department of Planning is accepting applications for the position of **GIS Administrator**. Position is open for applications until filled.

**GENERAL DESCRIPTION:** Under the direction of the Planning Director, The GIS Administrator is responsible for the overall maintenance and administration of the Citywide GIS database to include updates, training of other City staff and conducting quality assurance audits as needed/required.

**EXAMPLES OF WORK:** Assists the City's Information System's division in maintenance of ArcGIS server and Portal; provides GIS application support to City staff, including use of web maps and mobile apps for staff viewing and collecting data; provides documentation for City staff end users in the form of Standard Operating Procedures; develops and maintains web maps for use by various City departments; produces maps and spatial analysis results for projects in Planning or other areas as assigned; works with other entities to establish electronic data and file exchanges related to GIS. Makes recommendations and provides expert advice to City administrative staff about the implementation of the City's GIS strategic plan.

**KNOWLEDGE, SKILLS AND ABILITIES:** Have ability to work effectively with a diverse population, including the public, staff, consultants and state and local agencies, in a courteous, efficient, and professional manner. Demonstrated ability to instruct and assist non-GIS users on methods of editing and collecting data using the appropriate software and hardware; knowledge of the function of local government and how GIS supports the mission of local government to serve the public interest. Must have the ability to effectively communicate orally and in writing, particularly when communicating the function of various ArcGIS tools and programs. Ability to edit and maintain a large geospatial database in an ArcGIS server. Ability to create and work with web maps in ArcGIS for Portal environment and with various ArcGIS mobile apps, including Collector App.

**EDUCATION AND EXPERIENCE:** Two year degree in geographic information systems, cartography or related field, and two years relevant work experience required. Four year degree and two years working experience in geographic information systems, cartography or related field preferred. Must be proficient with GIS and in a Windows environment, including word processing, spreadsheet, and database software. Knowledge of ESRI ArcGIS platform, including desktop, server, online and mobile environments; experience with Parcel Fabrics, LGIM and MultiSpeak data model. Any combinations of education and/or experience that could provide the required knowledge, skills and abilities will be evaluated on an individual basis.

**LICENSES AND SPECIAL REQUIREMENTS:** Valid Alaska driver's license or the ability to obtain one within 30 days of employment. Subject to a background check and successful completion of a pre-employment drug screening prior to beginning work.

**TO APPLY:** Please submit a City of Unalaska application packet. Job description and necessary forms are available at City Hall, by calling Administration at 907-581-1251, or by downloading at [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us). Return completed forms to: Administration in City Hall; by mailing to P.O. Box 610, Attn: Administration, Unalaska, AK 99685; e-mail to [ttuavale@ci.unalaska.ak.us](mailto:ttuavale@ci.unalaska.ak.us); or fax to 907-581-4469.

**PAY RANGE: Grade C41 / \$56,967.77-\$71,209.72 DOE**

**Regular Full Time Position.  
Excellent Benefits.**

**Must present work authorization identification within 3 days of hire (INS requirement).  
All applications will be kept on file for 90 days.**