



Employment Opportunity: Geographic Information Systems Aide Hourly City Worker Public Works

The City is currently accepting applications for a part-time, hourly Geographic Information Systems (GIS) Aide in the Public Works Department.

This hourly, at-will position involves working approximately 15 – 18 hours per week, and will not exceed 1,000 hours per fiscal year (July 1st to June 30th).

The ideal candidate shall:

- Have experience using ArcMap(.mxd files), to create maps analyze spatial data, and edit feature locations, attributes and annotations;
- Possess experience in georeferencing (.tiff files) to create digitized data, preferably with experience digitizing utility data from engineering drawings;
- Be detail oriented and responsible for data accuracy;
- Have experience answering questions and supporting decisions regarding maps;
- Communicate effectively, both verbally and in writing; and,
- Be a team player who works well with others, is motivated, and provides excellent customer service.

Other Essential Attributes Include:

- Spatial Intuition
- Technologically Knowledgeable
- Attentive to Detail

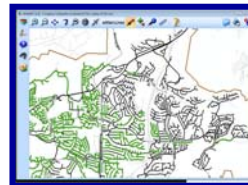
The City of Thousand Oaks (pop. 129,000) is adjacent to the Pacific Ocean and scenic Santa Monica Mountains, surrounded by more than 15,000 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

Salary: \$18.36/Hour

Recruitment details/online application are available by visiting the City Website at www.toaks.org and selecting the “City Employment” link.

For further information, contact staff in the Human Resources Department at (805) 449-2144.

FILING DEADLINE:
Friday, January 29, 2016,
by 5:00 p.m.



The successful candidate will work under the supervision of the GIS Specialist in the Public Works Department. The person in this position will perform a variety of GIS duties including, but not limited to, creating maps as exhibits to guide decision making processes; analyzing spatial data and becoming familiar with the City’s utilities assets; creating new feature classes and attributes based on engineering and/or field needs using data from aerial imagery, engineering drawings, GPS data, and/or non-spatial tabular data; and, creating or updating feature class attributes based on external tabular data, and field verification of GPS locations of various utilities assets.

This position will:

- ⇒ Work a varied, flexible schedule between the hours of 7:30 a.m. and 5:30 p.m.
- ⇒ Work primarily at City Hall, with some additional work required at the Municipal Service Center in Newbury Park

Qualifications include: Two years of ArcGIS experience, which may include academic experience, i.e. two years of practical ArcGIS coursework; AND a Bachelor’s Degree (or currently pursuing one) in geography or other discipline that requires spatial analysis (e.g., geology, anthropology, engineering). Applicants who meet the minimum position requirements may be contacted to submit sample maps and/or spatial analyses. A valid class C California driver’s license required.