



ROBERT W. KING
MAYOR

JIM E. GARLAND
RECORDER

POSITION AVAILABLE

GIS Technician

The City of Henderson, Tennessee will be accepting applications for the position of GIS Technician. The initial review of applications will take place Thursday, August 17, 2023. The position will remain open until filled. The employee will work under the supervision of the Building and Zoning Official and will be responsible for maintaining and updating the city's computer-based mapping system for all departments. See the Job Description for more details. Employee shall reside within a Fifteen (15) mile radius of City Hall or within Chester County within one year from the date of employment and maintain residence within this area during their employment. Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731)983-5000 or on the city website at www.hendersontn.gov. **In order to be considered, applicants must provide a completed city application and a resume.**

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.

CITY OF HENDERSON, TENNESSEE

JOB DESCRIPTION – GIS TECHNICIAN

POSITION:

GIS TECHNICIAN. This is a professional and technical position that provides data entry and data editing processes to update and maintain an ESRI software based geographic information system (GIS). As the single employee of the GIS department, he/she shall advocate and support the use of GIS and geographic knowledge of the community by all bodies of local government and their respective departments. As time allows, the GIS Technician shall assist all city departments with the procurement, set up and operation of miscellaneous computer hardware and software. The employee works in partnership with other employees, departments, external entities, and the public in delivering effective and innovative services. The employee will be considered a part of the Planning and Zoning Department and will perform his/her duties under the direct supervision of the Building and Zoning Official.

FLSA STATUS: Non-Exempt - Hourly.

SALARY: Salary shall be based on education, qualifications and experience.

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. Must have a Valid Tennessee Drivers License.
2. Must be able to speak, write, and understand English.
3. Must be able to abide by City Drug Testing Regulations and Personnel Regulations.
4. Must have a High School Degree or GED.
5. Bachelor's degree in computer science, geography, GIS, or related field; or equivalent combination of education, training and experience is required.
6. Must be competent in the ESRI ArcGIS software and Trimble GPS.
7. Must be self motivated and perform duties with little or no supervision.
8. Must be capable of using common sense problem solving to deal with situations.
9. Must maintain a neat, clean appearance.
10. Must establish and maintain an effective working relationship with the public and other employees.

RESIDENCE REQUIREMENTS:

Employee must shall reside within a Fifteen (15) mile radius of City Hall or within Chester County within one year from the date of employment and maintain residence within this area during their employment.

PRIMARY JOB DUTIES:

Essential Job Functions:

Performs day-to-day editing of GIS layers and datasets in an ArcGIS environment. Implements, coordinates, and maintains the GIS database, ESRI ArcGIS software and necessary servers. Inputs and updates GIS data from engineering plans, utility plans, deeds, various other documents and field collected data. Conducts research to correct inaccuracies within the existing GIS system.

Performs the collecting of field locations on utility infrastructure, streets, signs, drainage system infrastructure, cemeteries, building footprints and property lines etc. using Trimble GPS unit. Must drive a vehicle to multiple sites over a three county area to collect data.

Generates numerous reports and maps based on the GIS data to be used by all city departments as well as the public.

Aids all departments of the city with basic hardware and software installations, upgrades, and maintenance. Researches and helps to implement new technologies and processes in support of program goals and objectives.

Helps train new and current users, and provides technical expertise and problem solving as it relates to the GIS and agency hardware and software.

Will be required to familiarize themselves with City/Regional Zoning Regulations and Building Codes to fill in for the Building and Zoning Official when he/she is away from work due to vacation, sickness or training. If the employee becomes certified as a Building Inspector, additional pay will be given for each certification passed and maintained per the approved salary schedule.

Performs other duties related to the position.

May be required to assist in any other tasks assigned by the Building and Zoning Official, the Mayor or the Board of Aldermen.

Job Requirements:

Knowledge of Job: Employee must obtain extensive knowledge of the policies, procedures and activities of the entire city. Must have a good working knowledge of computer hardware and software, operating systems, ESRI GIS software, Trimble GPS, and spatial statistics. Must have working knowledge of relational databases.

Ability to Perform Job: Must organize work, set and maintain schedules, and perform to a consistent standard within a fixed time frame. Must learn assigned tasks quickly and perform them reliably. Must have the flexibility to work independently and interact with others in a friendly and helpful manner. Must understand and execute oral and written instructions.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Performs described “Essential Job Functions” and related assignments efficiently and effectively to produce quantity of work which consistently meets or exceeds standards and expectations of the City.

Dependability: Assumes responsibility for performing assigned work and for meeting deadlines. Completes work on or before deadlines in accordance with directives, policies, standards and prescribed procedures.

Attendance: Attends and remains at work regularly, and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to staff of vacation time and other time off under the city policy.

Initiative & Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities. Strives to anticipate workload, and initiates proper and acceptable direction for the completion of work.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur, and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems. Implements decisions in accordance with prescribed and effective policies and procedures and with minimal errors. Seeks expert advice where appropriate, and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts policy and direction, and strives to meet the goals and objectives of same. Questions instruction and direction when clarification of results or consequences is justified, e.g., in cases of poor communication, variances with the City policies and procedures, etc.

Relationships with Others: Shares knowledge with staff for mutual and city benefit. Develops and maintains cooperative and courteous relationships with all city staff, representatives from other organizations, and the public. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons. Interacts effectively with department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

Other: Requires the ability to communicate professionally with guests, customers and staff. Must be adaptable to performing under moderate to considerable stress when confronted with an emergency. May be required to assist in any other tasks assigned by the Building & Zoning Official, the Mayor or the Board of Aldermen.

WORK SCHEDULE OF THE DEPARTMENT:

Normal Schedule: Monday – Friday 7:00 AM to 4:00 PM

With an unpaid 1 hour Lunch Break 12 Noon to 1:00 PM

Employee will be required to work some Overtime as needed.

Employee may be required to attend meetings after regular work hours.

Work Schedule may be adjusted by the Mayor or the Board of Aldermen.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS:

Physical Demands: The GIS Technician must be physically able to operate a variety of computers, office equipment, GPS equipment, ATV and a motor vehicle. Must be able to lift sewer manholes, valve lids, etc. to collect data. Must occasionally be able to lift and/or carry weight up to 75 pounds. Must be able to physically transverse uneven, sloped or muddy terrain to GPS locate necessary facilities. Ability to read, write, count, differentiate colors, speak and hear is necessary to perform essential job functions. The physical demand requirements are at levels of those for medium level work. Work is performed in an office environment and considerable field work is required for research and/or to collect GIS data. May be exposed to cold, muddy and wet conditions while collecting field data.

Many of the regular duties are listed in this job description but due to the needs of the city and its residents, employees are regularly asked to perform duties that are not contained in the job description.

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms of conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

Revision: July 2023



PO Box 68 ~ 121 Crook Avenue
 Henderson, TN 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: GIS Technician

Deadline for Application: Until Position is filled

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Cell Phone No:		Driver's License No & State:			
Date Available					
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain	
Do any of your relatives work for the City of Henderson?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, state name and relationship	
Are you currently employed?		YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you currently on "lay-off" status and subject to recall?		YES <input type="checkbox"/> NO <input type="checkbox"/>			
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

MILITARY SERVICE

Branch

From To

Rank at Discharge

Type of Discharge

If other than honorable, explain

PREVIOUS EMPLOYMENT

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary

\$

Ending Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary

\$

Ending Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

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Phone ()

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Job Title

Starting Salary

\$

Ending Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date