



# City of Spokane Valley Employment Opportunity Position: Geographical Information System (GIS) Analyst

**ABOUT THE CITY:** Spokane Valley is a city with a current population of over 98,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking highly qualified and enthusiastic employees to serve our City as regular, full-time Geographical Information System Analyst in the Community & Public Works Department. The successful candidate will perform routine and complex technical geographic information system (GIS) related work for a variety of planning, engineering, and economic development related projects and programs.

**SELECTED EXAMPLES OF DUTIES:** Provide GIS system administration, GIS database editing, geocoding, geoprocessing, data conversion, workflow management and spatial analysis. Create and maintain multiple GIS layers including parcels, streets, right-of-way, zoning and other layers to support departmental business functions. Prepare and update cartographic materials for various purposes such as reports, plans, grant applications, publications, meetings and marketing materials. Use GIS in a team setting with various staff members to identify effective ways to complete various projects and outreach efforts.

**DESIRED MINIMUM QUALIFICATIONS:** Education and Experience – Graduation from a four-year college or university with a degree in Geographic Information System (GIS), geography, cartography, engineering, planning, information systems, or a related field; and Four (4) years of professional GIS technical support experience that includes system development, maintenance, troubleshooting and customer service; An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills and Abilities – Strong working knowledge of geographic information systems, GPS and mobile technology, multi-user geospatial database development and maintenance, server administration, web mapping technology, cartographic design, data collection and statistical analysis. Ability to understand and follow direction, exercise a high degree of sound independent judgment and work within established guidelines with little or no direct supervision. Ability to communicate effectively both orally and in writing, including the ability to express complex issues clearly and concisely.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a criminal check is a requirement of employment at Spokane Valley.

**SALARY:** The pay range is in Grade 15, \$5,540 - \$7,827 per month. Hiring compensation DOQ and includes an excellent benefits package. This is a represented, FLSA exempt position.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides excellent medical, dental, life, long term disability, vision, and Employee Assistance benefits. Ten paid holidays, vacation, and sick leave per year. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. In addition, employees have the option of signing up for a 457 deferred compensation plan with the City. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA. Additional benefits include continuing education and training.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our [Online Application System](#). The Online Application System can be found on our website at <http://www.spokanevalley.org>. Click on Jobs.

**APPLICATION DEADLINE:** Apply Immediately. Posted June 16, 2021. Position open until filled. First review after 5:00 p.m. on July 6, 2021.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace. We are an Equal Opportunity Employer*

**PLEASE POST**

**10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090**