



## CITY OF MIDDLETOWN

### VACANCY ANNOUNCEMENT

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**POSITION TITLE:** GIS TECHNICIAN  
**SALARY RANGE:** \$62,192 - \$92,060 annually  
**HOURS OF WORK:** 8:00 A.M. – 4:30 P.M, Monday – Friday, 40 hours per week

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The City of Middletown is accepting applications for the position of **GIS Technician**. This position is located in the Department of Technology Services. A completed online application must be submitted **no later than 4:30 p.m. on April 4, 2024**. In order to be considered for this position, you must submit an application during the posting period via the online application portal.

To apply for this position, please go to the City of Middletown's career portal located at:  
<https://www.governmentjobs.com/careers/middletownct>

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB**

**FUNCTIONS:** Associates degree in Geographic Information Systems, Geographic Information Science, or a closely related field with two (2) years of similar work experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Connecticut Driver's license within 60 days of hire. **(Copies of all required certifications and licenses must be uploaded to application.)**

**POSITION PURPOSE:** The purpose of this position is to be responsible for developing, maintaining, and operating the geographic information system (GIS) platform and its data on behalf of all City departments. This position provides instruction and support to all City departments which leverage GIS functions and supports integration points between GIS and other systems. The position reports to the Director of Information Systems or his/her designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Develops and maintains GIS data models, data layers, and metadata for use in the City's enterprise GIS platform. Transforms and imports data layers provided by agencies and vendors. Converts external data sets into modeled GIS data. Consults with department heads and designated staff regarding departmental GIS needs and requirements. Assists and educates City staff in the usage of GIS applications and data. Documents and shares standard operating procedures regarding the usage of GIS applications and data. Installs and upgrades GIS software on servers and workstations. Monitors and remediates issues pertaining to the performance and security of the GIS platform. Performs spatial analysis on GIS data layers to produce maps, reports and other products. Integrates GIS with 3rd party software and the City website. Attends meetings as required. Will require occasional work outside of standard business hours. Performs other related functions as assigned or required. **Please see job description PDF for full list of duties.**

**The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division \prior to the application closing date or the testing date, whichever is applicable.**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**