



**Employment Opportunity:
Geographic Information Systems Aide (GIS)
Hourly City Worker
Public Works Department**

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 18 hours per week, and will not exceed 1,000 hours per fiscal year (July 1st to June 30th).

The successful candidate will work under the supervision of the GIS Specialist and perform a variety of GIS duties including, but not limited to:

- Creating maps as exhibits to guide decision making processes
- Creating and editing GIS feature locations, attributes and annotations from paper maps, sketches, asset information forms and spreadsheets
- Analyzing spatial data
- Creating new feature classes and attributes based on analysis of engineering and/or field needs
- Performing field work to geolocate new and existing utility assets
- Working a flexible schedule between the hours of 7:30 a.m. and 5:30 p.m.

The ideal candidate shall:

- Have two years experience using ArcGIS or have taken ArcGIS coursework
- Possess (or currently pursuing) a Bachelor's degree in geography or related field that requires spatial analysis
- Have experience in georeferencing (.tiff files) to create digitized data, preferably with experience digitizing utility data from engineering drawings
- Have experience answering questions and supporting decisions with maps
- Communicate effectively, both verbally and in writing
- Be a team player who works well with others and is motivated to complete projects accurately and timely

A valid Class C California driver's license is required.

CORE COMPETENCIES

- Spatial Intuition
- Detail Oriented
- Technically Knowledgeable
- Customer Focused



The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County ----12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 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.

**Hourly Rate:
\$18.36 per hour**

**FILING DEADLINE:
Open Until Filled**

**First review of applications
anticipated
Week of October 31, 2016**

Apply at www.toaks.org/jobs

**For further information, contact
Human Resources at
(805) 449-2144**