GIS Technician – Informatics

About Us:
Westfield is Indiana's fastest-growing city and the country's sixth-fastest-growing city. Westfield is home to over 50,000 residents in Hamilton County, situated north of Indianapolis. The city is known for its 400-acre Grand Park Sports Campus, connectivity to US-31 and State Road 32, and nationally recognized public schools. At the City of Westfield, we believe in positively impacting our community through our commitment to public service. We are dedicated to creating a diverse and inclusive workplace where everyone is valued and respected. We offer competitive compensation and benefits to support our employees' well-being and professional growth.

The Role:
The GIS Technician plays a crucial role in the Informatics Department, responsible for maintaining and operating the City's Geographic Information System (GIS). This position supports staff and the public, responds to inquiries, maintains associated databases, and performs related tasks as needed. The GIS Technician works under the direct supervision of the GIS Manager, with duties performed both at the office located at 2728 E. 171st Street, Westfield, Indiana, and remotely. Key responsibilities include:

- Coordinate and manage data and map requests, manage address and street data, and provide training on NENA standards.
- Assist with implementing and enforcing city-wide computer policies and procedures, and maintain an active Informatics knowledgebase and enterprise training curriculum.
- Participate as a project team member in Informatics projects, inform other personnel of project updates, and attend departmental, staff, and local GIS meetings.
- Perform GIS analysis and fieldwork, manage the locate boundary for utility locates, and support the GIS environment, policies, procedures, and standards.
- Review and analyze as-built drawing delivery from developments, configure and support applications like Microsoft SharePoint, Office, and GIS tools, and perform analysis on user requirements, develop procedures, and troubleshoot application problems.
- Maintain accurate and concise records of data, train users on application usage, prepare requirements, testing, and recommendations for other departments, and collaborate with other Informatics personnel to fulfill project deliverables and business outcomes.
- Other duties as assigned.

Qualifications:
The ideal candidate will have a Bachelor's degree in Geography/GIS, Computer-Aided Design (CAD) mapping, Computer Science, Information Technology, or a related field, along with experience in GIS, mapping, or CAD computer operations. Proficiency in ESRI's ARCGIS Pro and other Informatics toolsets is essential. Candidates must be capable of working on multiple tasks simultaneously and completing assignments effectively, with a strong understanding of automated mapping and information processing methods. Knowledge of cartographic principles, GIS database design, and GIS hardware and software components is crucial. Additionally, the candidate should have the ability to train employees in computer graphics hardware and software, solve problems within the scope of responsibility, and deal tactfully with the public. Strong written and oral communication skills are required, along with the ability to maintain confidentiality and work independently as well as in a team environment. The role occasionally requires working extended hours, weekends, or evenings, and may involve out-of-town travel for training.

Why Choose Us?
In addition to positively impacting our community, you will enjoy a competitive benefits package and professional growth opportunities. Our GIS Technician has a starting salary of $65,000.

How to Apply:
If you are passionate about public service and have the expertise to support the City of Westfield's GIS needs, we would love to hear from you! Please submit your resume and any other application materials to hr@westfield.in.gov.