



NOTICE of VACANCY

JOB TITLE: Geographic Information Systems Specialist

DEPARTMENT: Engineering & Infrastructure Operations

SALARY RANGE: \$ 65,000 - \$ 80,000

DATE POSTED: January 17, 2024

CLOSING DATE: February 4, 2024

JOB DESCRIPTION

The Municipality of Princeton's Infrastructure & Operations Division is seeking an enthusiastic professional to join our nonunion full-service team. This position will support all municipal departments while developing, implementing, and coordinating the GIS program. Deep knowledge and experience with ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise and apps such as Field Maps, StoryMaps, Survey123, and Workforce are desired. Prior experience in a local government or utility setting preferred. This position requires the ability to handle confidential information and materials in a professional manner while operating with a high level of discretion and technical independence.

ESSENTIAL FUNCTIONS PERFORMED

- Interactive web maps design and management
- Digital and paper map creation
- Database design
- Data creation and analysis
- Data maintenance and quality control
- Modeling using a variety of software applications
- Consults with leadership and departmental staff regarding project specifications
- Evaluates and prioritizes needs
- Conducts field data collections
- Conducts spatial analyses
- Makes recommendations
- Produces high quality maps or other visual material needed for public presentations or special projects
- Possess an excellent attitude and work ethic
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner
- Ability to work independently with minimal supervision

MINIMUM REQUIRED QUALIFICATIONS

- Degree in GIS, Environmental Science, Computer Science, Geography, or related science field
- At least two (2) years of hands-on experience in geospatial data analysis, data integration, and mapping
- Working knowledge of MS Office and PDF editing software required
- Must have a valid New Jersey driver's license to drive municipal vehicles.
- Must satisfy employer paid physical, drug screen and criminal background check.
- NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire.

Application available at <https://www.princetonnj.gov/jobs.aspx> or contact us humanresources@princetonnj.gov

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