



## **Job Announcement**

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### **GIS / IT COORDINATOR**

San Joaquin County Mosquito and Vector Control District

**Filing Deadline:** Until filled

### **Application Process**

Interested individuals should submit a cover letter and a complete and current resume/CV that includes three verifiable references. Those invited to be interviewed will be required to complete a District employment application form. Please direct all correspondence to:

**San Joaquin County Mosquito and Vector Control District  
Attn: John Fritz, Assistant Manager  
7759 South Airport Way  
Stockton, CA 95206**

Or electronically:

[jfritz@sjmosquito.org](mailto:jfritz@sjmosquito.org)

**SUMMARY:** Under the general direction of the Manager or his/her designee, the Geographic Information System (GIS) / Information Technology (IT) Coordinator is responsible for the development, coordination and maintenance of the District's Geographical Information Systems and the District's hardware and software systems.

ILLUSTRATIVE TASKS include but are not limited to:

- Coordinates and maintains the District's GIS field data collection software program and associated devices; including managing data sets, layers, GIS work flows and map creation.

- Collects, assembles, verifies and interprets current and historical database records, source documents. Analyzes spatial and temporal data used to facilitate District control and surveillance programs.
- Produces daily and monthly reports such as but not limited to, source identification and location, equipment use, material and pesticide use, employee field activities and other GIS related reports.
- Upgrades, maintains and troubleshoots servers, hardware, software, telecommunications, email, computer security and internet systems.
- Installs new personal computer systems, monitors for upgrades/repairs to existing computers and systems.
- Acts as the primary organizational contact for technology associated vendors.
- Manages databases, database servers and software systems, responds to requests for data, analysis and training in the use of data collection management.
- Assists in website development and maintenance.
- Assists in the assessment and integrations of additional technologies the District may incorporate within its operations.
- Attends training courses, professional meetings and conferences to maintain skill levels.
- May be required to work overtime hours, weekends and holidays.
- Performs related work as necessary.

## **MINIMUM QUALIFICATIONS:**

**Education / Experience:** Bachelor's degree or other 4-year college degree in Geographic Information Systems, Computer Sciences or closely related field. Minimum of one-year experience working with Information Systems and Geographical Informational Systems desired. Extensive experience, with certification in the listed qualifications, may be considered in lieu of formal education.

**License:** Possession and maintenance of a valid California Department of Motor Vehicles Driver's License. Incumbent must be insurable and maintain insurability by the District's insurance provider during the course of employment.

**Certificate:** Possession and maintenance of California Department of Public Health Vector Control Certification in categories "A" (Laws and Regulations); "B" (Mosquito Control) and required within 12 months of initial employment.

### **Knowledge of:**

Basic principles of geography; Operation of computer software applications, databases, spreadsheets, word processing, email and internet; Operation of GIS applications such as, but not limited to, ArcGIS, ArcView, Google Earth or other related software; Basic research and report writing skills; Basic arithmetic; Web design (HTML, JavaScript and WordPress or other web based content; Networking technology in relation to servers, workstations, routers, firewall systems and business class VoIP systems; Data backup and recovery systems.

**Ability to:** Plan and perform the required tasks with minimal supervision and maintain detailed and accurate records; trouble shoot and analyze data to develop solutions to GIS application programming problems; follow written and oral direction; prepare and implement training programs; learn pesticides used in mosquito and vector control, including application rates and safety procedures; form complex database queries and reports using SQL, Tableau or other SQL based reporting tools; communicate effectively in English with the public and fellow employees and communicate effectively with non-technical individuals; establish and maintain effective working relationships.

## **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to frequently\* lift and/or move up to 10 pounds, regularly\* lift and /or move up to 25 pounds, periodically\* lift and/or move up to 50 pounds, and occasionally\* lift and/or move up to 75 pounds
- Ability to demonstrate measurable visual depth perception and color vision and have a minimum of single ear aided hearing
- Ability to demonstrate physical stamina to frequently\* operate a motor vehicle and show coordination of eye/hand/foot; use fine manipulation by hand
- Ability to regularly\* stand for extended periods of time and sit for extended periods of time
- Ability to wear protective equipment such as hip waders, respirator, goggles, and rubber boots and gloves, as needed
- Ability to work alone at times and/or without direct supervision
- Ability to tolerate insect bites
- May be required to be vaccinated for various diseases to which employee may be exposed in the course of work
- Ability to regularly\* walk on even surfaces
- Ability to regularly\* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds perform repetitive motion associated with computer usage, may need to bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat, crouch, kneel, reach, climb, pull, and smell

(\*)

**Occasionally** – Activity or condition exists up to 25 percent of the time

**Periodically** – Activity or condition exists from 25 to 50 percent of the time

**Regularly** – Activity or condition exists from 50 to 75 percent of the time

**Frequently** – Activity or condition exists 75 percent or more of the time

## **ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in field settings and is frequently exposed to wet and/or humid conditions, low and/or high temperatures, and other inclement weather conditions.

The employee may be exposed to hazards which include insect bites, toxic or caustic chemicals, fumes, dust, hazardous control materials, vectors and vector-borne diseases, rough terrain, vicious animals, poisonous plants and animals. The noise level in the work environment is usually moderate.

## **EXAMINATION AND SELECTION PROCESS**

Selection of applicants for interviews will be based on evaluation of training, education and experience related to the class specification for this position. Those candidates selected for interviews will receive an oral interview and panel review to assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview and panel review.

All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation. Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

## **COMPENSATION**

The base salary range for this position is \$2,535.76 - \$3,066.35 biweekly (approximately \$65,930 - \$79,725 annually). The District provides a comprehensive benefits package, including longevity pay, insurance (health/dental/vision/life/STD/LTD), retirement, paid leave (vacation, sick), and holiday schedule

4/22/2021