

TOWNSHIP OF TOMS RIVER

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Toms River, NJ 08754
732-341-1000



DEPARTMENT OF HUMAN RESOURCES

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October 31, 2017
Closes: November 14, 2017

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: GIS Draftsperson - **Open to the Public**

This is to advise that the position for GIS Draftsperson (Full Time) is now available within the Division of Engineering. The Job Qualifications and Job Functions and Duties are as follows:

Position Summary

Toms River Township is seeking applications/resumes for a GIS Specialist in their Engineering Division. This Division provides GIS support to other Divisions within the municipality and work will include but will not be limited to:

- Maintaining GIS for Police Computer Aided Dispatch System
- Maintaining GIS for Township
- Using GIS technology for analysis and mapping to support Township objectives and goals
- **The candidate would be expected to:**
- Create or obtain, update, analyze, standardize and integrate spatial data into the Township GIS.
- Generate presentation-quality maps for a variety of uses
- Operate and maintain GIS system hardware and software
- **Qualifications and Experience**
- 5 years GIS work experience using ESRI ArcGIS Desktop and ArcGIS Server software which includes a background in editing, geocoding, geoprocessing, modeling, web mapping, application development and system troubleshooting, preferred but not required
- GISP certification preferred, but not required.
- Bachelor's degree in Geography, Geographic Information Systems, Computer Science or a related field with a strong emphasis in GIS, preferred but not required.

- Attention to detail, strong problem solving and critical thinking skills and the ability to deliver quality work with minimal supervision
- Programming knowledge/experience with Visual Basic and Python scripting
- Willingness to take on challenges and learn new things
- Experience with AutoCAD software
- Experience with Spillman Computer Aided Dispatch System software is not necessary but would be a plus

***** All outside applicants will start at the new hire rate regardless of experience or qualifications *****

Position: Grade 7- White Collar- Full Time 35 hours per week
Annual Salary: \$38,875.20 (new hire) - \$62,316.80
Account: P45-112

Department Heads are directed to notify their respective employees of this opening.

Applications/Resumes must be filed no later than Tuesday, November 14, 2017 with the Department of Human Resources PO Box 728 Toms River, NJ 08754
