### GIS Analyst

* Job Type: Full Time
* Salary / Pay Rate: $42.36 - $63.54/hour
* Post Date: 12/12/2024
* Expire Date: 01/02/2025

| **Job Details** | **Description** |
| --- | --- |
| **Department** | Information Technology Systems (ITS) |
| **Benefits** | [Click here to review a Summary of Employee Benefits](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fwww.wdm.iowa.gov%252Fgovernment%252Fhuman-resources%252Fbenefits%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2FII9ofeLz1JSHtdwfjZqyqEWq2Sw%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142597750%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=938g9K7Whx0uN9CePeRSe7%2FLX1rRtuHXtrRsaag%2F5ic%3D&reserved=0) |
| **Civil Service Status** | This is a Civil Service position |
| **Regular Hours** | Monday - Friday 8:00 AM - 5:00 pm with overtime and weekend work as required |
| **Tentative Start Date** | March 2025 |
| **Job Summary** | Under the general direction of the GIS Manager, assists with the planning, development, implementation, operation, support, and maintenance of the Westcom, City and public safety related geographic information systems (GIS). Assists with system configuration, security, resource planning, and end user training and support. |
| **Deadline to Apply** | **January 2, 2025 @ 11:59 PM** |
| **Requirements** | Bachelor’s degree in Computer Science Technology, Geographic Information Systems (GIS), Geography, Urban Planning, Engineering, or related field, plus two years’ GIS experience in GIS concepts and related applications such as ESRI products.  GISP Certification preferred. NCIC Certification within six months of employment (provided by employer). If designated by department, possession of a valid driver’s license. |
| **Steps to Apply** | Steps to Apply:   1. **Profile:** You MUST complete an online Applicant Profile. A link is provided below to our Online Application System.    2. **Attachments:** You must attach the following documents to your profile under the Apply For Job section (attachments are job specific, once you click Finish & Apply you will not be able to add any additional documents):    a) Resume  b) Written Questionnaire    Click to open: [Written Questionnaire](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fwww.wdm.iowa.gov%252Fhome%252Fshowpublisheddocument%252F42459%252F638693477984670000%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2FYmXpudHzheqEPoc_aa1NumhiJc8%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142624532%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=t6%2BAQhmMov7ctwrDo58XLT%2BRmeYR4POaiTzQ0kWCpck%3D&reserved=0)    **Resume and completed written questionnaire must be attached to your application by the deadline date, January 2, 2025 at 11:59pm CDT to be considered for this position.**    3. **Qualifications/Certifications/Licenses**: Under the Resume & Qualifications section, make sure to list any certifications or licenses you currently hold.    4. **Applying for Position:** Once you have completed your profile, you MUST apply for the position (The link to Finish & Apply is located on the Apply For Job section after you have completed your profile. Once you have applied, it will be listed under your My Applications tab. Any applications marked as Status: Incomplete, have not been submitted.).  All steps MUST be completed before the posted deadline to be considered for this position. We will not accept incomplete profiles. Communication throughout this process (including invitations to any examinations and/or interviews) will be made via the email supplied through the City's on-line application system. It is recommended to check your email "Junk" folder for emails from the City of West Des Moines. If you have any questions during the application process, please contact Human Resources at 515-222-3616. |
| **Civil Service Exam** | A Civil Service Examination will be administered for this position. The Top 15 applicants submitting all required application materials, meeting the minimum qualifications for the position and receiving a passing score on the written questionnaire will be invited to participate in the remainder of the Civil Service Examination, which will include the oral board interview. Oral board interviews are tentatively scheduled for the week of January 27, 2025. All dates are tentative and subject to change due to unforeseen circumstances. |
| **Physical/Drug Test** | Post offer, pre-employment drug test and criminal background check complying with Criminal Justice Information System requirements are required. |
| **Apply Here!** | [City of West Des Moines Online Application System](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fcandidate.wdm.iowa.gov%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2Fq025v9pO94BIahirO2dDTWhbzNY%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142642202%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=pc6Nv8A8gQCfRu7TZK1ENHj2Y%2BsqjwOO3LBTAcmXo7I%3D&reserved=0) |
| **Instructions & FAQ's** | You will need to complete an online profile and apply for this position online. There are [Instruction Sheets](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fwww.wdm.iowa.gov%252Fgovernment%252Fhuman-resources%252Femployment%252Finstruction-sheets-for-online-recruitment%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2FC-3_aebyY_IZBbN35DY3dJ4HSIA%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142657669%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=MPUplN3X2xQ8pUMvpFvDpnPqbSuyKvM9BXuKfl0L2E8%3D&reserved=0) under the Employment section of our City website as well as a number of topics in our [FAQ section](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fwww.wdm.iowa.gov%252Fgovernment%252Fhuman-resources%252Ffaqs%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2FLcqCDHDn-kPYqOFhG4nNQIvoCTw%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142672393%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1xYW1ydyg6FAmslm%2FQhTjd%2BMiz8i2bWBKVf3MBc1Suw%3D&reserved=0). If after reviewing these help guides you still need additional help, please visit or contact Human Resources 515-222-3616.    **If you are currently employed with the City, please reference the** [**Internal Instruction Sheet**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwkbyjfqs.r.us-west-1.awstrack.me%2FL0%2Fhttps%3A%252F%252Fwww.wdm.iowa.gov%252Fhome%252Fshowpublisheddocument%252F4499%252F638418652855270000%2F1%2F01110193bb64a6b5-c330bcdf-bb03-477e-a369-aaa9282b99e4-000000%2FTI0WpSg2RW5uD2Rs5zvIreuxXjo%3D188&data=05%7C02%7Cmrbrown17%40dmacc.edu%7Caec5002238c749c4c06208dd1ac2cb8f%7Ce91e8e9401b54e3699301436f67ce779%7C0%7C0%7C638696146142686820%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=%2F7zdow%2FOJCMQ8WpNPcdPy80WPBen5uO66Nl5AfqhFc0%3D&reserved=0) **prior to applying. With questions, please contact Human Resources at 515-222-3616.** |
| **Contact Information** | CITY OF WEST DES MOINES  Human Resources, 1st floor, Suite 1E  4200 Mills Civic Parkway  PO Box 65320  West Des Moines, IA 50265-0320  515-222-3616 (phone)  515-273-0601 (fax) |