

To Apply

Hand deliver completed applications to 1717 E. Miraloma Ave., Placentia, CA 92870 or mail to P.O. Box 309, Yorba Linda, CA 92885-0309. **The District also accepts online applications.** Apply online at www.ylwd.com. If you have any questions please contact Miguel Serna at (714) 701-3034 or e-mail your questions to mserna@ylwd.com. **Open until filled, first review of applications August 4, 2010.**

Selection Process

Candidates with the most relevant qualifications will be invited to continue in the selection process, which will consist of, but may not be limited to, an oral interview. YLWD is an Equal Opportunity Employer.



Yorba Linda Water District will provide reliable, high quality water and sewer services in an environmentally responsible manner at the most economical cost to our customers.*

YORBA LINDA WATER DISTRICT

GIS TECHNICIAN (Part-Time)

Temporary



The Yorba Linda Water District is an independent special district providing water and sewer service to most of Yorba Linda, portions of Placentia, Brea, Anaheim, and to some areas of unincorporated Orange County. Its history dates back to 1909 when the privately owned Yorba Linda Water Company was formed. The current public agency was created in 1959 to accommodate increasing water demands brought on by expanding suburban development. This development continues to present day.

GIS Technician (Temporary)

\$ 27.56 to \$ 33.59 per hour

(This is a part-time, non-benefited, non-exempt position)

The Yorba Linda Water District is accepting applications for the temporary position of GIS Technician. Under direction of the GIS Administrator, the Geographic Information Systems Technician inputs, updates and maintains GIS databases and coverage, layers, and linkages to various databases; supports District systems; assists in training users and provides other support as a technical specialist. Successful performance requires technical skills, the use of judgment and initiative in defining and resolving problems relating to the District's GIS and Communications systems and strong interpersonal skills.

Duties

Prepares detailed maps using GIS and AutoCAD software; inputs and reviews GIS data for completeness, accuracy and neatness; creates map layouts and views of moderate difficulty and complexity; performs digitizing; conducts mapping research in the field and in the office to resolve conflicting information; interprets plans, plats and legal

descriptions; coordinates through the GIS Administrator requests for support and assistance; maintains an inventory of all necessary GIS computer supplies and technical support manuals; performs other job related duties as required and assigned by the GIS Administrator.

Minimum Qualifications

Education: Equivalent to an A.A. degree with classes in computer science, information systems, information technology, GIS, geography, engineering or related field.

Experience: One year of experience in a GIS environment similar to the District's. Experience using Microsoft Windows (client and server) is required, and experience using ArcGIS (ArcInfo, ArcEditor, and ArcView), MapInfo, AutoCAD, Microsoft Access, or Microsoft Excel is highly desirable.

Minimum Knowledge and Skills

KNOWLEDGE OF: Fundamental GIS concepts to formulate and prepare drawings, maps and plans;

cartography, the basic symbols and terminology used in mapping and general knowledge of maps, plans, databases and records; common business software programs, such as Microsoft Office, Excel, Word, Power Point and others; computer documentation and the ability to interpret documentation; methods of training users on computer systems and applications software.

Working Conditions

Must be able to communicate effectively, both orally and in writing with co-workers and customers; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and fax machines; sits and/or work at computer terminals for extended time periods; regularly required to stoop, stand, bend, sit, walk and go up and down stairs; stand or bend to file or lift equipment; possess the ability to carry 30 pounds of equipment short distances; hearing and vision correctable to normal ranges, including color determination.