



VALLEY CENTER MUNICIPAL WATER DISTRICT
invites applications for the position of
GIS/Mapping Technician, GIS Analyst

SALARY:			
	Hourly	Monthly	Annually
GIS/Mapping Technician	\$39.504 - \$52.939	\$6,847.36 - \$9,176.09	\$82,168.32 - \$110,113.12
GIS Analyst	\$43.553 - \$58.365	\$7,549.19 - \$10,116.60	\$90,590.24 - \$121,399.20

❖ Job Classification placement and starting compensation based on experience and qualifications.

OPENING DATE: Tuesday, February 24, 2026

CLOSING DATE: Open Until Filled

SUMMARY

Valley Center Municipal Water District is seeking a qualified candidate to fill the position of **GIS/Mapping Technician or GIS Analyst**. Under general lead of the Senior GIS Analyst, incumbents perform technical Geographic Information System (GIS) work in support of the District’s operational and asset management functions and provide professional level project management for a variety of capital improvement and developer funded projects. The position is responsible for maintaining the integrity of the District’s GIS data and providing mapping and GIS application support services to District staff. The **GIS/Mapping Technician** classification is a technical level GIS position responsible for entry to journey level GIS duties performed primarily in an office environment. Incumbents create, edit, and maintain spatial and tabular data; interpret engineering and utility records; prepare cartographic products. The **GIS Analyst** classification is a professional level GIS position responsible for advanced technical and programmatic duties performed primarily in an office environment. Incumbents oversee GIS-related components of capital improvement and developer funded projects; administer and enhance the District’s enterprise GIS systems and applications; establish data standards and quality control procedures; oversee the work of applicable technical staff, consultants, and contractors; and provide strategic and technical support to District departments. Incumbents may perform technical GIS duties consistent with lower-level classifications as operational needs require. Field work may be performed periodically to support data validation or special projects.

KEY DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Uses ArcGIS Pro to create, edit, maintain, and update the District’s GIS datasets, spatial databases, and mapping products; disseminates reliable and well-documented GIS data. Gathers, verifies, inputs, edits, and maintains tabular and spatial data from engineering plans, as-built drawings, utility records, and other source documents; performs data quality checks. Prepares, revises, and maintains GIS maps, exhibits, reports, and graphic presentations for District operations and Board meetings. Archives, scans, and converts records, maps, drawings, and related source documentation such as information from existing District records and field information into digital format; maintains associated digital records.

Reads, interprets, revises, and updates topographic maps, “as-builts” and valve detail drawings, and other related engineering drawings as well as various facility databases. Maintains and updates GIS documentation, metadata, and standard operating procedures. Generates GIS data queries, basic analyses, and map products in response to requests from District departments. Coordinates with District departments to ensure accurate capture, maintenance, and documentation of facility and attribute data in GIS. Provides

training and assistance to District staff on GIS functions, applications, and map products. Assists with testing GIS applications, software packages, tools, and workflows.

The **GIS Analyst** may also perform a variety of GIS analyses in support of planning, capital improvement projects, growth projections, environmental studies, and demographic analyses; compile critical data in a variety of formats to generate and document solution alternatives for comparison, which may involve establishing relationships with other local agencies; makes modifications to data.

Administers and maintains the District's enterprise GIS environment, including applications, servers, web services, cloud platforms, security configuration, performance monitoring, backups, patches, and system upgrades; designs, implements, and enhances enterprise GIS applications, databases, web-based solutions, and data models, including feature classes, relationships, domains, subtypes, and attribute rules; establishes QA/QC standards, metadata requirements, and user access controls.

Researches and recommends software, hardware, applications, and process improvements relating primarily to GIS systems and associated technologies; conducts systems analysis; translates user requirements into functional specifications and technical solutions; evaluates alternatives and designs system enhancements; develops automation tools and scripts (e.g., Python/ArcPy, Arcade, JavaScript) and builds geoprocessing tools and web solutions to streamline workflows. (A more detailed job description can be found on the District's website <http://www.valleycenterwater.org/Jobs>).

QUALIFICATION GUIDELINES

Knowledge of: Principles and practices of Geographic Information Systems, including coordinate systems and techniques for capturing, editing, manipulating, and converting tabular and spatial data; GIS concepts and analytical techniques, including computerized mapping and digital data conversion; algebra, geometry and trigonometry as applied to mapping processes; data collection and analysis methods; standard office practices and procedures; operation of standard office and engineering equipment including computers, calculators, reproduction equipment, and related equipment; software programs including, but not limited to, ESRI GIS platforms with demonstrated working knowledge of ArcGIS Pro as the primary desktop GIS application, familiarity with ArcGIS Enterprise and ArcGIS Online, and Microsoft Windows operating systems and desktop productivity software such as Excel, Outlook, Word, and Access; working knowledge of AutoCAD preferred but not required.

Ability to: Read, interpret, and understand maps, drawings, schematics, and source documents related to District facilities and land base, and accurately transpose information into GIS datasets using established tools and data standards with strong attention to detail. Utilize GIS and related software applications to carry out assigned responsibilities. Prepare accurate, purposeful, and visually effective cartographic products. Conduct basic spatial analysis and research geographic data to support District decision making. Provide technical guidance and assistance to staff regarding GIS applications and data. Prepare clear, concise, accurate, and comprehensive documentation, technical materials, and logs. Troubleshoot program problems. Work independently as well as part of a team. Understand, read, interpret, follow, explain and apply detailed technical instructions, documentation, and GIS workflows. Communicate clearly and concisely both orally and in writing, including while using the District's radio communication system. Establish and maintain effective working relationships with other employees and those contacted in the course of the work. Exercise appropriate judgment in responding to requests and releasing information, and maintain confidentiality and security of sensitive information.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education:

GIS/Mapping Technician - Equivalent to a High School Diploma. An Associate's Degree, completion of college-level coursework or a certificate in GIS, geography, earth sciences, civil engineering, urban planning, information technology, computer science, or a related field, is preferred.

GIS Analyst - Equivalent to an Associate's Degree in GIS, Civil Engineering, information systems, or a related field. A Bachelor's Degree in one of the above fields is desirable.

Experience:

GIS/Mapping Technician - One year of progressively responsible experience performing GIS-related work involving the development, maintenance, or operation of GIS applications, digital maps, or spatial data; or an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

GIS Analyst - A minimum of four years of progressively responsible GIS experience; or an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical Demands: While performing the duties of this job, incumbents are regularly required to use hands to finger, grasp, feel, and use repetitive motions in order to operate office equipment. Incumbents are frequently required to sit, talk and hear. Incumbents are occasionally required to stand, walk, stoop, kneel, crouch or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: While performing the duties of this job, incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

APPLICATION PROCEDURE

A District Application is required for consideration for this position and is available online at www.valleycenterwater.org or at our District office located at 29300 Valley Center Road, Valley Center. Office hours are 7:00am to 4:30pm Monday – Thursday and 7:00am to 3:30pm on Friday. Resumes **will not** be accepted in lieu of a completed District application. Please direct any questions to Stephanie Lackerdas at (760) 735-4525.

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States.

The District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview.

Valley Center Municipal Water District is an Equal Opportunity Employer.