



City of Kent Civil Service Meeting  
April 20, 2026 • 5:00pm

319 S. Water Street • Community Room • Kent, Ohio 44240

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## AGENDA

### CALL TO ORDER

### ROLL CALL

### 1. CIVIL SERVICE COMMISSION

a) Welcome new commissioner Mariah Taylor

b) Meeting terminology review

- Opening the Meeting: Chair announces the time and opens the meeting (ex. "It's 5:00pm, let's get started with the April 20<sup>th</sup> Civil Service meeting")
- Making a Motion: "I move that... [exact action to be taken]" or "I move to adopt... [policy/plan]."
- Seconding: "Second!" or "I second the motion".
- Chairperson Processing:  
"It has been moved and seconded that..."  
"All in favor, say 'Aye.' Opposed, say 'Nay' or 'No.'"
- Abstaining: Simply say "Abstain" or "I abstain."
- Adjourning: Motion not necessary unless closing the meeting early with business remaining.

c) Election of Chair/Vice-Chair

d) Approval of February 2026 minutes

e) Personnel Updates:

- **New Hires:**  
Alex Labajetta, Water Reclamation Plant Operator, eff. 4/6/26  
\* Acceptance of job offer withdrawn due to personal reasons 4/3/26
- **Transfers:**  
Benjamin Brown, transfer to Vehicle Maintenance Mechanic, eff. 2/23/26  
Chris Janos, transfer to Central Maintenance Laborer, eff. 3/23/26  
Tracy Huffman, transfer to Utility Billing Clerk, eff. 4/13/26
- **Resignations:**  
Justin Smith, Chief Sanitarian, resignation eff. 3/13/26  
Jared Lawrence, Police Officer, resignation eff. 3/27/26
- **Retirements:**  
Joan Seidel, Health Commissioner, retirement eff. 4/24/26

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## **2. BUDGET AND FINANCE**

No business.

## **3. COMMUNITY DEVELOPMENT**

No business.

## **4. HEALTH DEPARTMENT**

- a. Approve job description for Chief Sanitarian
- b. Approve job description for Accreditation Coordinator
- c. Request exam for Registered EH Sanitarian

## **5. PARKS & RECREATION**

- a. Exceptional appointment requested for Program and Behavior Support Coordinator under Rule 7.04 (b)

## **6. SAFETY ADMINISTRATION**

No business.

## **7. SERVICE DEPARTMENT**

- a. Exceptional appointment requested for position of Water Treatment Plant Operator under Rule 7.04 (b)
- b. Exceptional appointment requested for position of Water Plant Operator under Rule 7.04 (b)
- c. Approval of GIS Technician position description and request for exceptional appointment under Rule 7.04 (b)

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

## **10. ADJOURNMENT**

*\*Rule 7.04 (b) In the case of a vacancy in a position in the classified civil service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impractical and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, the Commission may suspend the provisions of Section 124.01 to 124.64 of the Revised Code that require competition in such case, but no suspension shall be general in its application. All such cases of suspension shall be reported in the minutes of the Commission and in the annual report with the reasons for the suspension.*



City of Kent Civil Service Meeting  
319 S. Water Street  
Kent, Ohio 44240  
February 16, 2026

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## MINUTES

**CALL TO ORDER:** The meeting was called to order at 5:00pm by Kathy Coleman.  
**PRESENT:** Tony Mosca; Kai Carpenter; Kathy Coleman  
**ALSO PRESENT:** Bridget Susel, Community Development Director

### CIVIL SERVICE COMMISSION

- a) Minutes from the December 2025 meeting were reviewed. Because approval of those minutes is not possible due to member turnover, they will be saved as Summary Minutes in the record.
- b) Personnel updates were reviewed.

### BUDGET AND FINANCE

No business

### COMMUNITY DEVELOPMENT

Bridget provided an explanation for the creation of a new position, Development Coordinator, to replace the position of Development Engineer, and answered questions from the commissioners. Motion to replace the position of Development Engineer with the position of Development Coordinator, with an exceptional appointment under Rule 7.04(b), was made by Tony; seconded by Kai, and passed by unanimous voice vote.

### HEALTH DEPARTMENT

No business

### SAFETY ADMINISTRATION

No business

### SERVICE DEPARTMENT

No business

### OLD BUSINESS

None

### NEW BUSINESS

Kathy reported that Council will be interviewing candidates for the third commissioner spot and would likely be voting on an appointment at the regular March meeting. After the commission is back to full complement, a chair/ vice-chair will be selected.

### ADJOURNMENT

There being no further business, the meeting was adjourned at 5:16.



## CITY OF KENT JOB DESCRIPTION

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### **Chief Sanitarian**

Department: Health  
Non-Exempt, Classified

Reports to: Health Commissioner  
Updated: April 2026

#### RESPONSIBILITY

Under the general supervision of the Health Commissioner, performs technical work in environmental public health services within the public health department. Promotes public health and safety by performing inspections, investigations, education, and enforcement work for the public health department. Acts as Environmental Health Director for the department, and is responsible for training of public health sanitarians out in the field. Works independently out of the office exercising judgment and interpreting regulations. Assists the Health Commissioner in identifying gaps in health policies and public health procedures and assists in the development of those health policies and procedures. Performs other duties as assigned. Duties and responsibilities may change based on departmental needs, emergency situations, and staffing.

#### TYPICAL TASKS

Educates operators of and inspects food service operations including restaurants, taverns, cocktail lounges, grocery and convenience stores, and schools. Conducts routine inspections of swimming pools, vending machines, and licensed multiple occupancy housing. Trains field staff on a wide variety of environmental health programs and services. Investigates nuisance complaints and animal bite incidents for possible rabies. Actively engages in field practices involving insect-rodent and vector control, such as rodent baiting, and mosquito larvaciding. Reviews plans for new food service operations and food service equipment regarding remodeled or new food establishments. Attends workshops and training in order to improve work proficiencies and meet Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) continuing education requirements.

#### WORKING CONDITIONS

The working environment of the Environmental Health Director may involve exposure to adverse conditions generally found in an outside environment. The individual must be able to work outside in unfavorable weather conditions such as hot and cold temperatures and must be able to work around animals such as dogs, cats, or rodents. The Public Health Sanitarian must be able to lift items up to 50 lbs, such as manhole covers or animal cages and must be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Environmental Health Director also works in an environment generally found in an office environment. The individual must be able to produce handwritten communications, be computer literate and able to type, and operate office equipment such as fax machines, copiers, or other light office equipment.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Environmental Health Director must have knowledge of general sanitation principles and practices including public health laws, regulations, and resolutions. The individual must have the ability to complete handwritten forms, effectively communicate with peers, the public, and supervision, and be organized enough to maintain accurate public records. The individual must have knowledge of and willingness to execute proper safety techniques in collecting samples in manholes and other confined spaces as well as collecting water samples in approved scientific method. The Environmental Health Director must have the ability to take charge of circumstances, gather and evaluate pertinent information, recognize deviations from norms or standards, and to educate others in such a way as to achieve voluntary cooperation and compliance.

## NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08. Must be a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) in the State of Ohio and continually meet the requirements of the State Board and the Ohio Department of Health. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

## SPECIAL REQUIREMENTS

Must be a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) in the State of Ohio and keep certification for duration of employment. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture within one year from employment and be able to work around pesticides, chlorine, and other industrial chemicals.

## ESSENTIAL FUNCTIONS

1. Demonstrates leadership by example. Is able to lead and manage programs in accordance with State of Ohio regulations, city ordinances, and public health best practices.
2. Provides technical expertise and guidance to the health commissioner, local government, business, and community stakeholders on environmental health issues.
3. Support Kent City Health Department initiatives, programs, and services including program implementation, compliance, quality improvement, accreditation, and reporting as applicable.
4. Inspects food service operations and retail food establishments for compliance with the State of Ohio Food Code.
5. Educates food service managers by reviewing menus and discussing pertinent and critical control points and ways to apply them, implementing consumer advisories as indicated, reviewing employee hygiene practices, determining the level of food service

knowledge of people in charge, determining if a facility serves highly susceptible populations and restricting menus accordingly, and presenting food service sanitation classes periodically.

6. Conducts routine inspections with public health sanitarians and assists in the training of the public health sanitarians. Performs direction to the public health sanitarian as needed during the inspections.
7. Conducts inspections of swimming pools, measures certain chemical properties of water, and evaluates health and safety protection of swimmers. May order closure or authorize reopening when conditions warrant.
8. Acts as Environmental Health Director for the department; trains and supervises Sanitarians; identifies gaps in existing public health policies and assists in the development of health policies and office procedures.
9. Inspects vending machines and licensed multiple occupancy housing for compliance with applicable regulations.
10. Identifies sources of hazardous or polluting material contamination and monitors environmental contamination through sampling, interviewing, and surveillance.
11. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding.
12. Investigates complaints involving environmental health hazards or nuisances inside and outside of homes or businesses and initiates actions to abate or prevent such conditions. Provides technical assistance to individuals, citizen groups, and agencies regarding the prevention of health hazards.
13. Assists in the coordination of public-health related activities in case of a disaster or emergency situation.
14. Reviews plans for new food service operations and new equipment regarding remodeled or new food establishments.
15. Investigates outbreaks of food-borne disease or other environmental related disease to determine causative factors and sources of infection to control the spread of disease.
16. Works in cold weather, hot weather, and other unfavorable weather conditions.
17. Works around animals such as dogs, cats, or rodents.
18. Lifts items up to 50 lbs, such as manhole covers or animal cages, and be able to walk up to 1 mile, climb stairs or ladders, bend, and crawl.
19. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
20. Completes legible handwritten forms and maintains public records.

21. Knowledge of and willingness to execute proper safety techniques in collecting samples in manholes, in confined spaces, and all other areas.
22. Ability to conduct effective communications with other people who may be hostile or indifferent and to act calmly, tactfully, and courteously under stressful conditions.
23. Must be a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) in the State of Ohio and keep certification for duration of employment.
24. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture and be able to work around pesticides, chlorine, and other industrial chemicals.
25. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.
26. Perform other duties as assigned. Duties and responsibilities may change based on departmental needs, emergency situations, and staffing.

***The duties listed above are intended only as illustrations of the various types of work 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 the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

***The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.***



## CITY OF KENT JOB DESCRIPTION

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### **ACCREDITATION COORDINATOR**

Department: Health Department  
Non-Exempt, Classified

Reports to: Health Commissioner  
Updated: April 2026

#### RESPONSIBILITIES

Under the general supervision of the Health Commissioner, promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community health needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. Evaluate the health department's accreditation readiness and assist the department in meeting the Public Health Accreditation Board's Standards and Measures. Works to improve the quality of the interventions and programs the Health Department implements. Coordinates program goals with the strategic plan. Execute various grants. When the Health Commissioner is out of the office, or unable to fulfil the duties, the Accreditation Coordinator will act as Health Commissioner. The Accreditation Coordinator may also be asked to act as Public Information Officer (PIO). Other duties as assigned.

#### TYPICAL TASKS

Collaborate with local health specialists and civic groups to determine community health needs and the availability of services; and to develop goals for meeting needs. Develop and present health education and promotion programs such as training workshops, conferences, and school or community presentations. Evaluate the department's accreditation readiness and work with the Health Commissioner to meet the Public Health Accreditation Standards and Measures. Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures. Provide health and accreditation program information to the public by preparing and presenting press releases, conducting media campaigns, and/or maintaining program-related websites. Assist the office by answering phones as needed and providing services to the public. Collects and analyzes data, monitor and evaluate the development and results of all improved programs and initiatives to determine their results, then modify as needed.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Possess knowledge and understanding of public health issues. Have knowledge and familiarity with the Public Health Accreditation Board (PHAB) standards, measures, and domains. Possession of basic computer and technological skills such as Word, Excel, Adobe, and the internet. Ability to work in State related platforms such as Ohio Disease Reporting System (ODRS), Grants Management Information System (GMIS), and Clear Impact or comparable State offered Quality Improvement program. Excellent organization skill and attention to detail. Ability to develop, organize, motivate, and coordinate groups across the health jurisdiction and county. Ability to collect, organize, and evaluate data. Ability to communicate effectively to various audiences, both in writing and verbally. Ability to collaborate effectively with staff members, public officials, and other stakeholders.

### NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science or Public Health which includes an internship program. Minimum of two (2) years of progressive responsibility/experience in environmental health or public health.

### WORKING CONDITIONS

The Health Accreditation Coordinator works in an environment generally found in an office setting. The Accreditation Coordinator works with office equipment, such as computer hardware and software applications, telephone, tape recorder, multifunctional devices, and other various electronics. Within the office setting, they will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. Travel to other locations may be necessary using modes of private and commercial transportation. The Accreditation Coordinator may be required to work evening and/or weekend hours in addition to a regular 40-hour work week.

### SPECIAL REQUIREMENTS

Ohio Environmental Health Specialist (FKA Registered Sanitarian) Certification is preferred but not required. Ability to work evenings and weekends as programs and Health Department activities dictate. Must complete ICS 700, 100, and 200 certifications from the Federal Emergency Management Agency (FEMA), Emergency Management Institute within ninety (90) days of hire if not already obtained. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

### ESSENTIAL FUNCTIONS

1. Develop and present health education and promotion programs including public health accreditation.
2. Conduct school and community presentations, health education trainings, workshops, and conferences.
3. Develop and coordinate health needs assessments as well as community health improvement plans.
4. Prepare and distribute health education materials including reports, bulletins, and visual aides such as films, videos, and posters.
5. Work with staff members to collect documentation on the Public Health Accreditation Board (PHAB) Standards and Measures. If documentation does not exist, develop programs or processes to meet the PHAB standards and measures. Upload documentation into E-PHAB.
6. Act as a liaison between the health department and other community agencies that are contributing to the accreditation process.
7. Act as the primary point of contact for PHAB while preparing documentation throughout the process including the site visit.

8. Develop and provide health department information to the public by preparing and presenting press releases, conducting media campaigns, and maintaining program related websites.
9. Develop and maintain cooperative working relationships by attending meetings with agencies and organizations interested in improving public health.
10. Assists in the coordination of public health-related activities in case of a disaster or emergency situation.
11. Develop, prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs and related work.
12. Develop and maintain a database of documents that demonstrate conformity to accreditation standards and measures.
13. Develop operational plans, processes, and policies necessary to achieve public health accreditation and health education objectives.
14. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
15. When the Health Commissioner is out of the office, or unable to fulfil the duties, the Accreditation Coordinator will act as Health Commissioner. The Accreditation Coordinator may also be asked to act as Public Information Officer (PIO). Other duties as assigned.

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# CITY OF KENT, OHIO

## DEPARTMENT OF PARKS AND RECREATION

DATE: April 15, 2026  
TO: Civil Service Commission  
FROM: Angela Manley, Parks and Recreation Director  
RE: Parks and Recreation Department Full-Time Position Addition

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City Council recently approved the addition of a full-time Program and Behavior Support Coordinator position in the Parks and Recreation Department at the March 18, 2026 Council Meeting. This was added to the City's Position Allocation and General Compensation Plan as Pay Classification VII, Professional.

This position's primary responsibility will be assisting with the school-year childcare programs, preschool and various summer camps. Primary responsibilities will also include addressing child behavioral issues, reviewing IEP plans, creating behavior plans, reviewing medication requirements and administration, coordinating parent meetings and being the liaison with the schools and juvenile diversion division in the police department.

The staff member who is currently performing these responsibilities as a part-time Program Assistant has five years of progressive experience working in early childhood development within the department's school-year programs and summer camps and has established productive and positive working relationships with the program participants, parents, schools and other city departments. Their experience working in the city's Parks and Recreation Department has provided them with the knowledge and expertise needed to effectively understand and complete the responsibilities of the Program and Behavior Support Coordinator position. This position is unique and combines various skills from multiple areas of expertise, which has created a limitation of qualified candidates to be able to effectively fulfill the requirements of this role.

I am requesting that the administration be granted permission to appoint the current City staff person from the Parks and Recreation Department as an "exceptional appointment" under rule 7.04(b) to the new position in order to fill the new role with someone who is already completing the position's work responsibilities.

The new Program and Behavior Support Coordinator job description is attached.

Please let me know if any additional information is needed in order to add this item to the April 20, 2026 Civil Service Commission meeting agenda.

Thank you.

Cc: Suzanne Stemnock, Human Resources Director



## CITY OF KENT JOB DESCRIPTION

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### **Program and Behavior Support Coordinator**

Department: Parks & Recreation  
Non-Exempt, Classified

Reports to: Recreation Specialist  
Updated: March 2026

#### **Summary**

Under the direction of the Recreation Specialist, the Program and Behavior Support Coordinator is responsible for assisting the Recreation Specialist with the management of staff and participants in all childcare, preschool, day camp programs and additional youth programs. Manage behavioral, medical and physical accommodations for students in need.

#### **Essential Duties and Responsibilities**

- Assists with the management of all childcare programs and facilities, including before/after school care, preschool, all day camps and additional youth programs;
- Maintains all state childcare licensing requirements and participates in state inspections; monitors staff compliance;
- Assists with the hiring process of childcare employees, including interviews, following up with references and preparing new hire paperwork;
- Reviews all student behavioral plans, including IEP's and 504 Plans, provided by the schools;
- Creates individualized behavior improvement plans and the tools necessary to implement them;
- Reviews and assists with the completion of medical physical care plans;
- Conducts parent meetings to review behavioral and/or medical needs;
- Trains staff on all necessary plans and tools required to accommodate special needs;
- Researches funding opportunities for childcare grants and completes applications;
- Assists with program budgets, tracks spending, and purchases program supplies;
- Assists in developing and implementing policies, procedures, and staff training;
- Leads day and evening staff meetings, weekend programs and events as needed;
- Effectively communicates with all relevant departments within the local school district and other city departments;
- Serves as permanent sub for all childcare programs as needed;
- Coordinates marketing efforts to promote childcare programs and employment opportunities through various methods;
- Creative, personable, and professional attitude with superior communication skills;
- Independently organizes work, sets priorities, meets deadlines, and follows up on assignments;
- Demonstrates strong customer service skills and establish, maintain, and foster positive and effective working relationships;
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate;
- Assists with department programs and special projects as needed;
- Performs other duties as assigned.

## **Necessary Knowledge, Skills and Abilities**

- Strong written and verbal communication skills.
- Ability to supervise, lead or manage programs.
- Ability to assess training, instruction or technical assistance of programs.
- Strong knowledge and experience with program coordination, development or regulation.
- Ability to organize and prioritize workload.
- Ability to exercise independent judgement.
- Ability to work cooperatively and collaboratively with staff, school administration, private and public sector officials, parents and community.
- Ability to work flexible hours including weekends and evenings as necessary.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to speak or present to large groups.

## **Education and Experience**

Bachelor's Degree in Child Development, Special Education, Elementary or Middle Education, School Counseling, Human Development and Family Studies or a related field; and/or three years of relevant experience in early childhood development, preferably within a childcare or school environment.

## **Working Conditions**

The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movements and fine motor skills; and to travel to other locations using modes of private and commercial transportation. May be required to work evening and/or weekend hours in addition to a regular forty (40) hour work week.

## **Special Requirements**

Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

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## CITY OF KENT JOB DESCRIPTION

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### **GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN**

Department: Service  
Non-Exempt, Classified

Reports to: Service Director  
Updated: April 2026

#### RESPONSIBILITY

Under the direction of the Director of Public Service, the Geographic Information Systems (GIS) Technician assists the Service Department and other city departments as needed in the performance of mapping, data maintenance, data collection, research, drafting, plans review, and field survey work in conjunction with the various phases of information systems management.

Works under general supervision, exercises independence in the use of judgement and ingenuity. Works with others to continue to build the City's GIS platform across many operating divisions while utilizing the base information to keep all things consistent. Work is reviewed at many levels for completeness and accuracy. Duties may require working in inclement weather.

#### TYPICAL TASKS (Illustrative only)

Plans, develops, coordinates and modifies systems to create and maintain a comprehensive geographic and land information system. Assists with implementing and developing procedures for using GIS software. Plans and sequences processing steps for database creation, application, display and document production.

Digitizes and edits spatial features from plans, CAD, and field sketches into GIS datasets. Performs basic QA/QC on GIS data. Produces standard map layouts and data products for city staff. Collects field data using GPS/ GNSS and mobile GIS apps and integrates results into GIS datasets. Geocodes and standardizes address/location data for mapping and analysis.

Updates, creates, and maintains records of all as-builts, capital projects, subdivisions, utilities, and more. Maintains and updates all databases, manual logs, records and files, and performs a variety of record keeping, including but not limited to indexing, filing, plan preparation, and maps. Responds to city staff inquiries and the general public as needed in a courteous manner.

Verifies field work and performs on site investigations and creates customized maps and GIS applications for staff and all departments as needed in relation to but not limited to, roads, utilities, land use, topography, and more.

Performs other duties as required or assigned.

#### ESSENTIAL FUNCTIONS

1. Digitizes and edits spatial features from scanned plans, CAD files and field sketches into GIS datasets, following established standards.

2. Performs basic QA/QC checks on GIS data to identify and correct geometry, topology, and attribute errors.
3. Geocodes and standardizes address and location data for use in maps, field apps, and other city systems.
4. Support city staff in locating, viewing, and extracting GIS information; can answer routine technical questions related to GIS data and maps.
5. Imports and exports standard map layouts and data tables from ESRI software.
6. Prepares and establishes GIS base maps and data to aid in the development of GIS programs to help and assist the Service Department and others as needed.
7. Conducts research on files, drawings, as-builts, utilities, and more to build out and connect information in a usable manner for programming.
8. Performs data entry, as needed to process and enter new information, make corrections, add changes, and enter drawing information as required.
9. Performs field investigations, takes measurements, collects field data using GPS / GNSS and mobile GIGS devices, and obtains and downloads this data into the appropriate format for use by department personnel.
10. Prepares written technical reports and correspondence; maintains and updates accurate records and GIS data; and uses computers for word processing, spreadsheets, data bases, and maintaining files.
11. Provides assistance to the public in GIS matters, presents information orally and in writing. Exercises independent judgment when resolving issues. Establishes and maintains effective working relationships with coworkers, City officials, and the public.
12. Applies safety standards when performing field work, entering excavations, entering manholes or structures, climbing ladders, and when working in and around street repairs and construction sites.
13. Includes physical requirements, such as lifting up to 50 lbs., walking, climbing aloft or crawling, work in confined spaces, must have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices. Have sufficient vision to perform survey work, work with computers and technical drawings, able to work around chemicals normally found on construction sites.

#### WORKING CONDITIONS

The general working conditions for the GIS Technician will consist of normal office conditions however, while performing the duties of this job the employee is regularly required to stand, sit, walk, reach with hand and arm, and talk and hear. The employee is occasionally required to climb, stoop kneel, crouch, or crawl. The employee could have to lift up or move up to 50 pounds.

While performing the duties of this position, the employee can be exposed to wet and/or humid

conditions. The employee occasionally works near moving mechanical parts and in outside weather conditions. Noise level is usually moderate and it is anticipated that long time periods will be spent Infront of a computer.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The GIS Technician must be able to learn new tasks quickly, work under pressure with accuracy, and meet important deadlines. Use discretion and tack in both written and verbal communications, Understand and perform complex technical skills related to GIS data and maintenance. Ability to compile, interpret, and apply data for GIS, construction, regulations, plans and specifications. Ability to perform mathematical calculations and computations common to engineering, planning, and construction related projects. Ability to effectively maintain records of all types and prepare reports.

Knowledge of personal computers, printers, ArcGIS, Microsoft Office, Windows operating systems, and other City supported software. Ability to interpret engineering plans, as-builts, legal descriptions and survey data and translate into GIS features and attributes. Experience using ESRI ArcGIS Pro for map creation, data editing and basic spatial analysis. Familiarity with ArcGIS Online for publishing maps and layers and sharing with city staff. Experience with ESRI mobile/ field maps such as ArcGIS Field Maps and Survey123 for collecting and updating field data. Basic Script writing in Python for repetitive tasks. Understanding basic data parsing. Understanding of survey spatial accuracy during data collection and how that reflects to a GIS dataset. Knowledge of basic geodesy and coordinate reference systems. Knowledge of Ohio Revised Code, Ohio Administrative Code, City Ordinances and any other laws or policies that may apply to the Service Department and GIS technology.

#### NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in GIS / Geography or combination of experience and applicable specialized technical training and / or certifications preferred. Training in GIS skills and a minimum of three (3) or more years of additional appicate specialized training and / or certifications or work experience in GIS and computer skills. OR a combination of experience and training that would be equivalent to the expected qualifications listed. Strong candidates will possess the skills needed in editing and maintaining good GIS resources, organizational skills, and the ability to work with minimal supervision. Proficiency in the use of ArchGIS, Microsoft Office, and Window operating systems preferred.

#### SPECIAL REQUIREMENTS

The GIS Technician must possess a valid Ohio driver's license, have and maintain a good driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.

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