

TO: Applicants for GIS Analyst

Post Office Box 1193
St. Helens, Oregon 97051

FROM: Sonia Wendelschafer, Human Resources Manager

Phone: (503) 397-1844

DATE: February 12, 2018

Fax: (503) 397-5215

Web: www.crpud.net

Enclosed is our application packet for you to complete.

Job Summary (complete job description attached):

Operate and support CRPUD's computerized mapping and geographic information systems (GIS). Update the distribution base map system and the related databases from completed work orders. Maintain, update, and enter new map data using standard principles of cartography as needed.

Education and Experience:

Required:

- High School Diploma or equivalent.
- Demonstrated working knowledge of ESRI ArcMap® software suite. Demonstrated working knowledge of CAD drafting principles plus experience with AutoDesk® (Map 3-D) software suite.
- Valid driver's license. Other driving-related requirements may apply depending on the nature and scope of responsibilities associated with driving on behalf of CRPUD.

Preferred:

- Two-year degree in Geographic Information Systems (GIS), Computer Science, Drafting Technology, Electrical Engineering, or its equivalent, plus three years' on-the-job experience with ESRI ArcMap® (Map 3-D) software suite.

Salary Range: \$26.85 - \$38.29 per hour (depending on qualifications)

To Apply: You may visit our office in Deer Island to pick up an application packet, call our job line at (503) 397-8159 to have an application packet mailed to you, or download a complete application packet on our website at www.crpud.net/jobs.

The following documents **must be returned** to the Human Resources Department by mailing to: P.O. Box 1193, St. Helens, OR 97051, faxing to (503) 397-5215, or emailing to jobs@crpud.org in order to be considered for this position:

- Employment Application
- Your responses to the Supplemental Questionnaire
- Veteran's Preference Form and Supporting Documentation (As applicable)
- Additional information you'd like us to consider (copies of your transcripts and/or diplomas, certificates, cover letter and/or resume).

***Incomplete and/or late
applications will not be
considered.***

Due Date: Open until filled

If you require accommodation to participate in our application process, please contact Human Resources at (503) 397-1844. Columbia River PUD is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, mental or physical disability, age, veteran status, marital status, or any other protected status or activity in accordance with applicable law. Veteran's preference is available by completing the Veteran's Preference Form and providing the required supporting documentation.

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