



City of Bloomington, Indiana
Assistant GIS Coordinator

SALARY	\$27.55 - \$31.69 Hourly \$2,204.19 - \$2,534.81 Biweekly \$4,775.75 - \$5,492.08 Monthly \$57,309.00 - \$65,905.00 Annually	LOCATION	City of Bloomington Utilities, IN
JOB TYPE	Regular Full-Time (40hrs/week; with benefits)	DEPARTMENT	Utilities/Engineering
OPENING DATE	06/09/2026	CLOSING DATE	6/30/2026 11:59 PM Eastern
FLSA	Non-Exempt	BARGAINING UNIT	N/A
TYPICAL WORK SCHEDULE:	Monday - Friday 8 am - 5 pm	POSITION	GIS Coordinator
SUPERVISES STAFF:	No	REPORTS TO:	

Description

Assists in operating and maintaining the Geographic Information System (GIS) for the City of Bloomington Utilities Department. Provides support to staff users.

<https://www.youtube.com/embed/PYcAUT-zUgY?&wmode=opaque&rel=0>

Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Primary

Produces reports; creates and maintains map layers including existing water, wastewater and storm water map layers; and maintains Oracle and PostgreSQL attribute databases for the Utilities GIS.

Assists with coordination with City and County GIS to establish and maintain system networks as they pertain to the operation of the system.

Assists with coordination with Information & Technology Services on hardware and software maintenance, upkeep, and expansion.

Assists with quality control and quality assurance of internal and external data updates. Attends monthly meetings to

review the overall performance of the GIS.

Trains staff; performs requested queries and analysis; produces requested reports, maps, and other geospatial outputs; and finds solutions for user GIS issues.

Develops and modifies custom GIS applications and scripts for system users to improve the efficiency of the Utilities staff.

Develops necessary programming in response to trends in GIS data.

Secondary

Takes all reasonable steps to maintain a safe work environment.

Performs related duties as assigned.

Job Requirements

Bachelor's degree in a related field such as geography, management information science, or systems management, or equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

One year of experience operating a GIS program.

Knowledge of Geographic Information Systems software, specifically Esri ArcGIS (version 10.0 and higher).

Knowledge of database management, preferred.

Knowledge of the principles and practices of water, wastewater and storm water infrastructure.

Understanding of the principles and practices of water, wastewater and storm water infrastructure.

Ability to enter map information from a variety of sources and manipulate data for geographic analysis.

Experience with database management systems including Oracle and PostgreSQL.

Experience with using Python and Esri ModelBuilder, preferred.

Experience with UNIX/Linux, preferred.

Ability to obtain a Driver's License

GIS Professional certification (GISP), preferred.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Work is performed in a modern office environment with no unusual physical demands; however, a high level of mental and visual endurance is needed to complete the on-going computer tasks. Travel and overtime are occasionally required.

Personal Work Relationships

Position will maintain frequent contact with the general public, department superiors, and other project team members, including consultants, vendors, and other governmental agencies involved with GIS.

An Equal Opportunity Employer, La Egualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

Employer

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website<https://bloomington.in.gov/>**Assistant GIS Coordinator Supplemental Questionnaire*****QUESTION 1**

Do you meet the minimum requirement of a bachelor's degree in a related field such as geography, management information science, or systems management, or equivalent combination of experience and training which provides the required knowledge, skills, and abilities

- Yes
 No

***QUESTION 2**

Describe your prior experience that meets the minimum requirements of one year of experience operating a GIS program. If you do not have any prior experience, type NA.

***QUESTION 3**

Describe your experience working with enterprise database systems (such as Oracle and PostgreSQL), GIS automation tools (including Python and Esri ModelBuilder), and UNIX/Linux environments. Include examples of projects where you used these technologies and explain how they worked together to support your work. If you have no prior experience, type NA.

***QUESTION 4**

Do you currently possess a valid driver's license, or are you able to obtain one?

Yes

No

* Required Question