



Announcement No. 25-027

August 5, 2025

## **G.I.S. & I.T. SUPPORT SPECIALIST** **G.I.S./I.T. DEPARTMENT**

The G.I.S. & I.T. Support Specialist provides professional technical support and services related to both Geographic Information Systems (GIS) and information technology across all City departments. This position supports City staff by resolving technology issues, maintaining software and hardware systems, and assisting with the implementation of new technologies. In addition to general I.T. support functions, the role is responsible for creating, developing, and maintaining GIS databases, spatial layers, and their linkages to other enterprise data systems.

This role requires a combination of strong problem-solving skills, technical proficiency in both GIS and I.T. environments, and the ability to communicate effectively with users of varying technical knowledge. The G.I.S. & I.T. Support Specialist works closely with the Technology Director and other staff to ensure the accuracy, efficiency, and security of both GIS and I.T. systems in support of City operations.

The expected hiring range is \$62,110.14 - \$68,862.62 DOE (the full salary range is \$62,110.14–\$81,787.19). Amazing benefits package includes the following: Defined benefit pension & deferred 457 (City gives 4% automatically + matches up to 6%, contribute 6% of your own, get 10% from the City). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **Education, Training and Experience:**

- ✓ Associate's degree in Geographic Information Systems (GIS), Computer Information Systems, Information Technology, Geography, Engineering, or a closely related field is required.
- ✓ Bachelor's degree is preferred and may substitute for some required experience.
- ✓ A minimum of two (2) years of progressively responsible experience in providing GIS and/or I.T. technical support, system administration, and data analysis.
- ✓ Experience working with Esri ArcGIS software, GPS field equipment, and enterprise geodatabases is required.
- ✓ Experience in a municipal, utility, or public sector environment is highly desirable. A combination of experience and training that provides the applicant with the knowledge and skills to perform the job may be considered.

#### **Licensing and Other Requirements:**

- ✓ Have a valid Michigan Driver's License.
- ✓ Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of hire.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT A COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov). Application can be found at [www.traversecitymi.gov/jobs/](http://www.traversecitymi.gov/jobs/)

*Traverse City is an Equal Opportunity Employer*