

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE & PROMOTIONAL
CIVIL SERVICE EXAMINATION FOR
DATA TECHNICIAN - GIS AND IMAGING**

**STARTING SALARY - \$66,732.67 (STEP 1 OF 8 SALARY STEPS PER COLLECTIVE
BARGAINING AGREEMENT)**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE 4:30 PM, Friday, September 11, 2026,
IN THE OFFICE OF THE DIRECTOR OF PERSONNEL ROOM 107, CRANSTON CITY
HALL, 869 PARK AVENUE, CRANSTON, RI 02910.**

Applications can be downloaded at: www.cranstonri.gov (PDF format)

**Complete application, cover letter, resume, and (optional) writing samples may be submitted to
the Personnel Department by:**

1. **Fax: (401) 780-3362**
2. **Email: personnelapplications@cranstonri.gov (PDF) format**
3. **US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910**

DISTINGUISHING CHARACTERISTICS OF CLASS

The Data Technician is responsible for the creation, field collection and maintenance of GIS, Imaging and Tabular data as determined by the City's GIS Program Manager. The Data Technician will support other GIS and data maintenance functions as needed.

ILLUSTRATIVE EXAMPLES OF WORK

- Collect field data using tablets, GPS, or other equipment. Examples include inventorying stormwater system assets, capturing stormwater pipe connectivity, and verifying address information on site.
- Scan, index, and convert as-built drawings or other documents—whether paper or digital—into the City's GIS, Document Management system, and other City databases.
- Develop, maintain, and ensure the quality of GIS datasets through regular testing.
- Create and update metadata, procedures, and related documentation.
- Produce maps as needed.
- Manage the IT Department's Software and Procedures Library, along with other departmental information.
- Assist in application testing.
- Prepare scopes of work and technical requirements for scanning projects.
- Research and apply accessibility requirements and strategies.
- Perform other duties as required.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in using ArcGIS Pro, ArcGIS Field Collector, and other ESRI products, particularly for data development, maintenance, plan georeferencing, and coordinate geometry.
- Skilled in MS Office Suite and Adobe Acrobat Professional; experience working with SQL Server.
- Capable of creating simple scripts or automations to streamline processing of images, tabular data, or GIS datasets.
- Solid understanding of relational databases, including querying and updating data using SQL Server and MS Access.
- Experienced in researching land records and interpreting metes and bounds descriptions, land surveys, and plats to accurately build boundaries within GIS.
- Understand and interpret civil engineering plans, sanitary sewer and stormwater system as-built plans, property deeds and other GIS datasets.
- Able to comprehend and interpret civil engineering plans, as-built sanitary sewer and stormwater system plans, property deeds, and other GIS-related datasets.
- Proficient in scanning both small and large format source materials, using scanning software efficiently to produce required files for indexing and uploading into municipal systems.
- Technical writing.
- Must be organized and must be able to work independently.

DESIRABLE EXPERIENCE AND TRAINING

Preferred candidates should have a minimum of 4 years' experience with creation and maintenance of GIS and other data, including field data collection.

QUALIFICATIONS

Bachelor's Degree in GIS, geography, computer science, engineering, planning, natural resources or appropriate field with 4 years of data development and maintenance experience; OR 6 years of GIS data development and maintenance experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

A valid Driver's License is required.

Must effectively function as a team member.

Must establish and maintain effective work relationships with clients, peers, vendors, associates, superiors, and the public.

HIRING EXAMINATION:

Employment examination shall consist of an oral examination that will count for 100% of your final grade.

The minimum passing grade will be 70%. Qualified employees will have appropriate seniority points added to a passing score.

VETERAN DATES for ACTIVE DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 - A period prescribed by law, an Act of congress of Presidential

Proclamation October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential

Proclamation

** This definition shall be further defined as “any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service.” **

The City of Cranston encourages diversity in its workforce. We are an Equal Employment Opportunity Employer. All interested candidates are encouraged to apply and become part of our dedicated team in the City of Cranston.