



Engineering Memorandum

October 29, 2025

RE: November 4th City Commission Meeting

GIS TECHNICIAN JOB DESCRIPTION

For your consideration is a job description for the GIS Technician. This is a new position for the engineering department. The position was approved with the 2026 budget with a paygrade G-14. Key attributes to support the need for the pay grade increase are:

- Creating and maintaining geospatial data
- Ability to assist with completing North Dakota One Call Ticket utility locates
- Capable of writing script in Python and Arcade
- Develop maps for multiple departments to use to increase their efficiency

The Engineering & Community Development staff recommends approval.

