



THE CITY OF COTTONWOOD, ARIZONA



"Inspiring a Vibrant Community"

# The City of Cottonwood is seeking applicants for: Geographic Information System (GIS) Coordinator

Inspiring a Vibrant Community

cottonwoodaz.gov



## Compensation and Benefits

This is a non-exempt, full-time, classified position with full benefits. **Hiring range (27): \$29.83- \$37.29 per hour.** Full long term range of position extends to \$44.75 per hour.

**The City of Cottonwood offers an extensive benefit package that includes:**

- Enrollment in the Arizona State Retirement System
- Medical and Dental coverage paid at 100% for the employee and a partial percentage for dependent coverage
- Vision coverage (optional at your expense)
- Optional Health Savings Account (HSA) with employer contributions
- Group term life insurance amounting to the annual salary plus \$50,000
- Generous vacation and sick accrual rates
- Twelve paid holidays
- Optional deferred compensation plans (457b)
- Employer-paid [Cottonwood Recreation Center](#) membership for employee and discounted memberships for household members
- Qualifying employees who choose to purchase a home in the Verde Valley are eligible for down-payment loans up to \$40,000. See flyer [here](#).
- Tuition Reimbursement Program

**Description:** Under the general supervision of the Information Technology Director, responsible for the development of department-specific and web-based Geographic Information Systems (GIS) products, data, and applications. Performs a variety of technical tasks relative to the assigned area of responsibility.

Access the full job description [here](#).

**Closing Date:** November 15, 2023

**Posting date:** October 25, 2023

[Access our full benefit packet here.](#)

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## THE CITY OF COTTONWOOD, ARIZONA

### Minimum Requirements:

A Bachelor's degree or equivalent from an accredited college or university with a major in Computer Science, GIS, Planning, or a related field and five years of advanced experience with GIS or an equivalent combination of education and experience that sufficiently demonstrates the ability to perform the duties of the position. Must successfully complete a comprehensive background check. Must have or be able to obtain upon employment a valid AZ driver's license.

### Special Requirements:

May be required to work other than normal business hours, including weekends and holidays.

### Security:

Must pass post-offer, pre-employment background check equivalent to that performed on police officers. The background process includes passing a polygraph exam. Felony convictions or convictions of an offense that would result in a felony if committed in Arizona result in a failed background check and deem the candidate ineligible for the position.

### Physical Requirements:

Work involved in this classification includes periods of walking, sitting, keyboarding and telephone use. The employee is frequently required to talk and hear to communicate effectively on the telephone, in person, or in writing. The employee is often required to have mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance; and stoop, crouch, and kneel. Specific vision abilities required include distinguishing color and adjusting focus. Some moderate lifting of 25-30 pounds may be required. Traveling may be required.



## City of Cottonwood

The City is focused on providing excellent customer service to the citizens and businesses of our vibrant, small-town community. Our staff works to create a culture of progressive learning, mentorship, innovation, and positivity which results in engaged employees who facilitate positive connections with our community.

## About the Area

Cottonwood, *The Heart of Arizona Wine Country*, is located in Arizona's Verde Valley, is home to approximately 12,000 residents, and services the greater Verde Valley population of about 40,000. Its 3,300 ft. elevation, mild climate, and natural amenities—such as the Verde River—combine to make Cottonwood an ideal place to live, play, and work. Learn more [here!](#)

### How to Apply

Apply online at [cottonwoodaz.gov/600/Employment-Opportunities](http://cottonwoodaz.gov/600/Employment-Opportunities).

**Additional information & a complete job description are available at the City of Cottonwood Human Resources Office, 821 N. Main St., Cottonwood, AZ 86326, or on the City website. Phone 928-340-2717. EOE/ADA.**

### Questions? Contact us!

Human Resources  
ecarter@cottonwoodaz.gov  
928-340-2717

