



JOB OPENING

JOB TITLE: GIS ASSET MANAGEMENT COORDINATOR
DEPARTMENT: PUBLIC WORKS
LOCATION: 3505 DRIES LANE, PEORIA, ILLINOIS
HOURS: 7:30 a.m. – 4:30 p.m. – Monday through Friday
AFSCME paygrade 221: \$30.86/hr

EMPLOYEE'S MUST RESIDE WITHIN THE CITY OF PEORIA

SUMMARY: The purpose of this position is to assist with the development of workflow process for all departmental tasks to evaluate the process and improve efficiency and productivity of asset management.

MINIMUM REQUIREMENTS: Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. Over two years up to and including four years and extensive training in GIS applications and database software. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job considered. Certifications: Preferred ESRI certification Associate or higher. Other Requirements: Ability to meet the transportation requirements of the job.

IMPORTANT ATTRIBUTES: Knowledge of ArcMap and ArcGIS Enterprise, including Web Appbuilder and ArcGIS Online Levels of Service (LOS) and Consequences of Failure (COF) concepts in relation to asset management; current GIS technologies and industry trends; asset management and maintenance practices; visual communication and data mapping theories, GIS application development and programming, as well as GIS-related technologies; GIS web-mapping applications served to both internal and external users; database techniques for processing and analyzing geo-spatial datasets; asset inventory definitions and naming conventions. Skill in creating GIS web-mapping applications; problem solving and troubleshooting; time management. Ability to perform data quality checks and identify anomalies or errors; adapt to changes in data management processes or technologies.

MENTAL/PHYSICAL REQUIREMENTS: Must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Exerting up to 10 lbs. occasionally, or negligible weights frequently; sitting most of the time. Non-physical demands include frequent time pressure and performing multiple tasks simultaneously. Occasional emergency situations, frequent change of tasks, working closely with others as part of a team and tedious or exacting work. Work is performed in a normal office environment.

***Please notify the Human Resources Department if accommodations are required to participate in the selection process.**

Posted: September 10, 2026

INITIAL SCREENING DATE: Thursday, September 24, 2026

APPLICATIONS FROM QUALIFIED EMPLOYEES AND THE GENERAL PUBLIC WILL BE ACCEPTED IN THE HUMAN RESOURCES DEPARTMENT, CITY HALL, 419 FULTON, ROOM 200, PEORIA, IL 61602 UNTIL THE DEADLINE DATE. FAX# (309) 494-8587, PHONE# (309) 494-8575; E-MAIL humanresources@peoriagov.org; WEBSITE www.peoriagov.org. **EMPLOYEE'S MUST RESIDE WITHIN THE CITY OF PEORIA. AN EMPLOYEE'S UNAUTHORIZED RESIDENCY OUTSIDE THE CITY OF PEORIA SHALL BE GROUNDS FOR IMMEDIATE TERMINATION.** EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. SELECTED CANDIDATE MUST PASS MEDICAL EXAMINATION INCLUDING A DRUG SCREEN PRIOR TO HIRE. OFFICIAL CLASS SPECIFICATIONS AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT.