TO:  Mayor Shaun Sipma  
Members of the City Council  
FROM: Lisa Jundt, Human Resource Director  
DATE: November 24, 2021  
SUBJECT: APPROVAL OF JOB DESCRIPTION FOR GIS TECHNICIAN

I. RECOMMENDED ACTION
Recommend approval of job description for the GIS Technician as proposed.

II. DEPARTMENT CONTACT PERSONS
Lisa Jundt, Human Resource Director  857-4753  
Lance Meyer, City Engineer  857-4100

III. DESCRIPTION
A. Background
Addition of a GIS Technician was added to the budget for the 2022. At the time of budget reading the job description was not included for approval. The job description has now been completed by the Engineering Department and reviewed by the Human Resource Director. We are asking that the job description be approved by the Council to allow for posting and recruitment of the position.

IV. IMPACT:
A. Fiscal Impact:
The position salary and benefits have already been included in the budget for the Engineering Department.

V. ALTERNATIVES
NA

VI. TIME CONSTRAINTS
This position would not be filled before January of 2022.

VII. LIST OF ATTACHMENTS
A. Job Description.