



THE COUNTY OF STANISLAUS

INFORMATION TECHNOLOGY CENTRAL



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*
**See inside for details*

Software Administrator I/II (GIS)

\$77,417- \$115,710 Annually

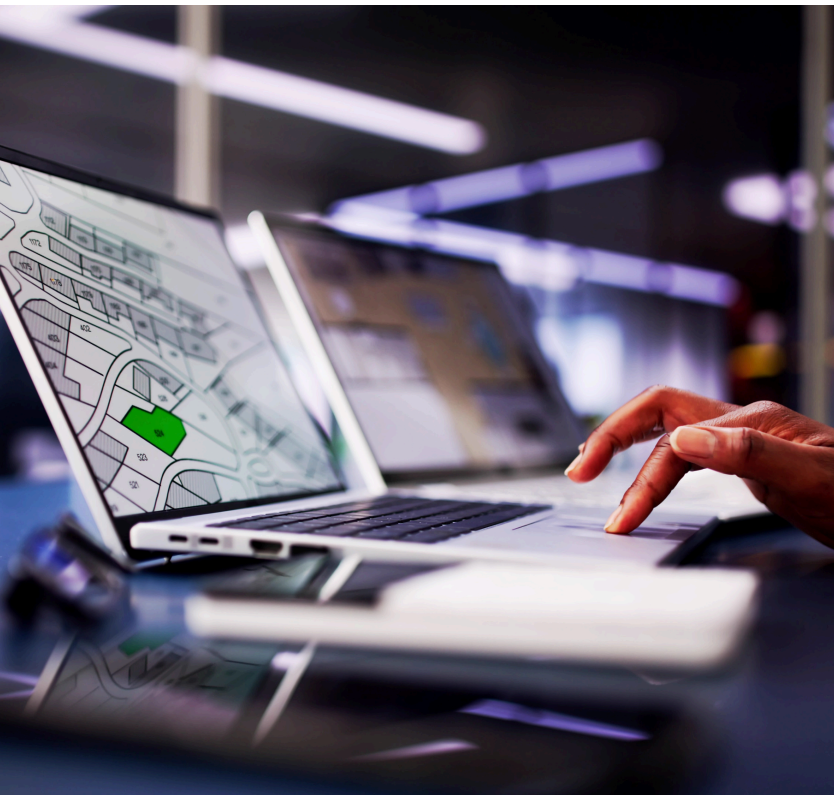
Apply by April 8, 2025, at 5pm

THE POSITION

Information Technology Central (ITC) is seeking a Software Administrator I/II to join the GIS Team. The role involves providing spatial analysis, reporting, developing applications, and technical support. Key duties include: Developing applications using Esri ArcGIS tools (ArcPy, Arcade, Field Maps, Experience Builder, Survey123); creating GIS maps and graphics for reports and presentations; maintaining GIS layers (e.g., sectional district maps, zoning updates); and fulfilling customer map requests.

THE IDEAL CANDIDATE

Stanislaus County Information Technology Central is looking for a bright, ambitious, customer-focused professional to join our team. IT Central is a dynamic workplace where we all strive to provide services to our customers in a responsive, progressive, and most importantly, friendly way. Candidates should be eager to apply their expertise while learning new skills and approaches, as they will be challenged to broaden their horizons, step outside their comfort zones, and function effectively in service of their team's objectives, all while communicating technical concepts clearly to customers. The ideal candidate will be optimistic, self-motivated and believe in the power of technology to have a positive impact in the community we serve.



Information Technology Central

prioritizes delivering efficient public services and infrastructure to benefit residents and businesses!

For more information on Information Technology Central, scan the QR code or visit www.stancounty.com/itc



TYPICAL TASKS

Duties may include, but are not limited to the following:

SOFTWARE ADMINISTRATOR I

- Prepare GIS layers, complete basic analysis and create maps and other work products;
- Develop processes and procedures to aid staff using applications;
- Receive user requests and assist users in using complicated features of software applications, including queries, report generation, and data extraction;
- Monitor system logs/performance data to identify potential problems and remedy identified issues;
- Correct program problems by analyzing results of production runs, design and run test scenarios to diagnose problems, resolve data, configuration, and operator errors;
- Analyze customer problems and requests, create solutions using Esri ArcGIS Enterprise tools such as Experience Builder, Survey 123, and ArcPy; and
- Write and maintain user documentation.

SOFTWARE ADMINISTRATOR II

The Software Administrator II position encompasses all the standard tasks outlined for a Software Administrator I but assumes a leadership role in executing these tasks. Additionally, the Software Administrator II is responsible for:

- Assume a key role in the execution of professional IT consulting/development projects;
- Develop project plans or task scope of work and associated deliverables;
- Recommend technology solutions to clients;
- Perform quality assurance over work-products and deliverables;
- Apply knowledge of industry best practice, business process reengineering, or change management methods;
- Conduct data and/or statistical analysis and prepare reports;
- Solve complex software programming and systems design problems;
- Manage and support of production GIS databases;
- Carry out and manage application design, development, deployment, support and maintenance;
- Install software packages and patches including pre-production testing, perform data conversion and maintenance;
- Design and develop systems documentation and training; and
- Perform related duties as assigned.

For the full listing of Minimum Qualifications, including Knowledge, Skills and Abilities:

Scan the QR code or click [here](#) for the link



[Software Administrator I](#)



[Software Administrator II](#)

MINIMUM QUALIFICATIONS EDUCATION & EXPERIENCE

SOFTWARE ADMINISTRATOR I

PATTERN I

- Equivalent to the completion of an Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field.

PATTERN II

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's Degree from an accredited college or university with 30 units of computer related coursework; **AND**
- Two (2) years of related software administration, database management or related information technology experience.

PATTERN III

- Three (3) years of experience equivalent to Technology Specialist II with Stanislaus County.

SOFTWARE ADMINISTRATOR II

PATTERN I

- Two years as a Software Administrator I with Stanislaus County.

PATTERN II

- Equivalent to the completion of an Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field; **AND**
- Two (2) years of experience in database administration, software administration, GIS administration or related field.

PATTERN III

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's degree from an accredited college or university with major coursework in computer science, information technology, or a related field; **AND**
- Four (4) years of experience in database administration, software administration, GIS administration or related field.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

SOFTWARE ADMINISTRATOR I

- One (1) year of relevant experience with Esri ArcGIS and ArcGIS Enterprise Portal; **AND**
- One (1) year of relevant experience writing Esri ArcPy, JavaScript, and Arcade for ArcGIS.

SOFTWARE ADMINISTRATOR II

- Two (2) years of relevant experience with Esri ArcGIS and ArcGIS Enterprise Portal; **AND**
- Two (2) years of relevant experience writing Esri ArcPy, JavaScript, and Arcade for ArcGIS.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof, must call (209) 342-1737 to make other arrangements. Foreign education diploma requires equivalency evaluation to be attached at time of application. Failure to submit proof will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$77,417- \$115,710

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 61 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance*
- Moving allowance*
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

*At Department Head discretion

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit stanjobs.org for details

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

This position is subject to overtime, standby, weekend, holiday, shift, and callback assignments as identified in the MOU (Memorandum of Understanding).

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY April 8, 2025.

Oral Examinations are tentatively scheduled for the week of April 21, 2025.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.