

GIS Planner January 2017

Classification: Exempt

Nature of Work

Under the supervision of the executive director, the GIS Planner is responsible for performing a variety of duties related to the maintenance and creation of Pioneer Trails Regional Planning Commission, Hazard mitigation and Region F Solid Waste District's geographic Information System (GIS) highly specialized work which requires extensive follow-on training.

Responsibilities performed on a daily and/or weekly basis include:

- Create new layers and maintain existing layers of information including:
 - presentation plots and maps;
 - creation of layers including asset data using COGO functions;
 - Enters system data i.e. water, sewer, storm drains, streets, zoning, properties,
- Prepare cost estimates for the development of each GIS project.
- Assist in the Regional Transportation Plan Update and sidewalk assessment creation.
- **Create and update Regional Hazard Mitigation Plans across the region.**
- Effectively utilize the Arc View and Info Software
- Effectively and courteously attend to Customer Services and telephone enquiries relating to GIS matters.
- Ensure that the GIS computer network within the Organization functions adequately at all times.
- Assist in the maintenance of the GIS so that map layers are stored in an organized and efficient manner using ArcSDE and Server.
- Willing undertake training where necessary.
- Researches records of plats and property descriptions to determine property location boundaries and size
- Creates various maps for use by commission and/or Solid Waste District as requested

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Pioneer Trails Regional Planning Commission are expected to perform tasks as assigned by executive director.

Qualifications

A bachelor's degree from an accredited college or university with a major emphasis in geographical sciences, planning or related fields is preferred. Applicant must possess strong writing skills, an eye for detail, an ability to plan and coordinate a strong interest in environmental issues, an ability to work well with people and excellent communication skills. Applicant must be self-motivated, cheerful, positive attitude. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere. Must possess a valid driver's license.

Physical Requirements

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distance; nighttime driving is necessary. Must be able to converse in English by phone and in person with the public. Diction must be clear and audible for presentations. Must be able to sit long periods of time. Must be able to lift boxes and displays weighing approximately 35-40 pounds. Must be able to visit and move about the multi-county region, gathering mapping data in all types of weather.