GIS PLANNER

General Statement of Duties

In general, the GIS Planner focuses on GIS analysis and maintaining ever-changing spatial information for the New River Valley. Geospatial technology is utilized to evaluate existing population and demographic information, public infrastructure systems, land development, and the potential impacts to the environment. The GIS Planner reports to the Director of Community Development and works closely with professional planning staff on multiple projects, including: public health, economic development, housing, transportation, broadband, tourism, infrastructure, hazard mitigation, and outdoor recreation. The GIS planner is an on-site staff position.

Examples of Work

Provides data, maps, tables and other information to planners, citizens, and businesses;

Performs analytical geospatial data analysis using ESRI ArcGIS Desktop software;

Updates and edits spatial data and regional background data in a geodatabase structure;

Builds interactive web map applications;

Provides spatial analysis and queries to satisfy internal/external client needs as required;

Researches data sources, digitizes data, and collects geospatial information;

Produces tables and graphs from Census, state, local and other data sources;

Imports and exports databases in MS Excel and MS Access;

Downloads spatial data and converts to different formats and datum as needed;

Presents and/or develops presentation content for professional meetings and workshops;

Attends applicable conferences and professional development opportunities;

Consulting with other officials and planners to determine geospatial needs;

Develops standards and implements procedures for GIS creation and maintenance;

Handles sensitive information;

Assists with the coordination of the New River Valley GIS Users Group;

Grant writing and administration

Prepares or assists with the preparation of professional plans, reports, and studies;

Presents to local stakeholder groups and decision-making boards;

Conducts extensive research in specific or general project areas;

Assists with facilitation of technical committee and working group meetings;

Assists with a variety of community engagement activities;

Represents the Commission at various meetings or working groups in a professional manner;

Attends evening meetings as needed;

Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

Extensive knowledge of Geographic Information System hardware and software components; application of GIS to local and regional projects; basic GIS data analysis functions. Understanding of different projections and datum of spatial data. Ability to perform GIS analysis and mapping in ArcGIS, AutoCAD, or similar mapping/GIS software. Ability to create and maintain online information. Familiarity with web programming and markup languages such as HTML, CSS, and JavaScript. Experience with scripting, statistical, database, or server languages such as Python, R, SQL, or PHP is a plus. Knowledge of using graphic editor programs and /or readying shapefiles for use in publication-level software, such as, but not limited to Adobe Creative Suite. Strong familiarity with Census and similar demographic data. Ability to use spreadsheets, database programs, and project management software. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, representatives of other agencies and the general public. A background check may be required for this position.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS in Geography, Computer Science Information Systems, or related discipline with a minimum of four years of relevant experience, or; Master's Degree in Geography, Computer Science Information Systems, or related discipline with a minimum of two years' experience. GISP and/or AICP Certification is a plus.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.