

PLANNING GIS SPECIALIST

DEFINITION

Under the direction of the Planning and Development Department, with technical support from Information Management, and the Land Information Office, assist planning, zoning and land division personnel with geographic information system (GIS) methods; provide map products and data support for zoning petition review and town plan amendments; update a variety of GIS coverages; collect and process digital data for GIS products and perform related work as required.

EXAMPLES OF DUTIES

Provide support for both the Zoning Division and Planning Division in preparing staff reports for the monthly public hearing of the Zoning and Natural Resources Committee. Produce orthophoto maps with data overlays for the monthly staff reports. Collect and process digital data for GIS products. Maintain existing and develop new digital data sets for the department. Develop metadata for all process, data and map results. Coordinate procedures and data processes with the Land Information Office. Provide support for other department staff in GIS methods.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in computer science, geography, or related field, and experience with ArcView and Workstation Arc/Info preferably using Windows NT 4.0.

Knowledge and Abilities: Knowledge of principles and techniques of coordinate system transformations and projections; knowledge of digital data input methods including digitizing and coordinate geometry (COGO), knowledge of topological data structures and relational database management systems; ability to communicate effectively, orally and in writing; ability to work effectively with others.

Special Requirements: Must have the ability to operate ESRI software. Prefer ability to operate ArcView 3.x, Microsoft Office Suite, and Foxpro.