

GIS Planner

General Statement of Duties

This position under the supervision of the Community Development Manager oversees the geographic information system of the Community Development Department and provide staff support on planning and zoning functions of the Community Development Department.

Distinguishing Features of the Class

An employee in this class performs research and background work for the facilitation of land use permit applications, provides geographic information system demographic and socio-economic data to the public, and assists the Community Development Director in the long-range planning administrative duties for the Town. Work includes public contact functions with contractors, engineers, developers, and the general public and involves giving information, answering inquiries, and carrying out the Town ordinances in the areas of zoning, planning, and other land use policies. Works requires the performance of technical support duties such as geographic information system, inspections and doing research work for any planning project for the Town. Work is supervised by the Community Development Director and is evaluated through conferences, review of assigned projects, and overall completion of assigned tasks.

Essential Duties and Illustrative Examples of Work

Administer the Community Development Department geographic information system.

Prepares preliminary impact statement for land use applications and researches for the Community Development Manager any aspect of the land use ordinance.

Does research of data and statistics for reports for the department.

Works with clerical assistant to assure proper notification steps are taken in rezoning cases.

Assists with daily inquiries from the contractors, engineers, developers, property owners, and the general public on interpretation of land use questions; refers precedent setting questions to Community Development Manager.

Prepares planning data; interprets maps and data; prepares special growth projections; works with committees on planning issues; makes presentations as necessary; assists Community Development Manager in preparation of a variety of planning issues.

Assists Community Development Manager with data for long range planning efforts and provides population and socio-economic interpretation of census, land use, and other data on which this plan is based.

Performs annexations studies and processes voluntary annexation requests.

Performs special projects for planning function.

Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of principles and practices of municipal planning.

Considerable knowledge of the environmental and socio-economic implications of the planning procedures and processes.

Considerable knowledge of governmental laws, programs, and services pertinent to the planning process.

Considerable knowledge of planning data and ability to perform research functions and draft reports and position papers for higher level review and actions.

Skill in the collection, analysis, and compilation of technical data from maps, charts, and other sources.

Ability to collect and organize data and perform preliminary analysis techniques in regard to land use surveys, population projection, and environmental information.

Ability to work effectively with employees and the general public and answer basic land use questions for the Town.

Ability to communicate effectively in oral and written forms.

Ability to coordinate special work efforts and projects for the Community Development Manager.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspection of land areas for purposes.

Desirable Education and Experience

Graduation from a four-year college or university with a major in planning, public administration, geography, or related field.

Considerable experience in planning, geographic information systems or a related occupation; or an equivalent combination of education and experience.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2022