

Planning Information Specialist

Dept: Planning and Zoning

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work creating and maintaining GIS data for operations and public hearings, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning and Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Creates and maintains geographic information systems (GIS) data for planning and outside organizations.
- Creates GIS site plans, MediaShout presentations and pictures for public hearings.
- Completes and creates GIS statistical reports for staff, citizens and outside agencies.
- Manages communication with developers, surveyors, engineers and design professionals to discuss subdivision development proposals.
- Serves as a backup for the addressing, planning and central permitting staff.
- Prepares agendas for the Planning Board and commissioners related to zoning matters.
- Create and maintain various files, records and reports for planning data.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of automated mapping and information processing methods and techniques; thorough knowledge of the capabilities of automated mapping and geographic information processing systems; thorough knowledge of cartographic principles, automated mapping, geographic information system database design and structure; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of standard software of the trade; thorough knowledge of geographic information system hardware and software components, data communication and network methods and techniques; ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to compute rates, ratios and percentages; ability to troubleshoot GIS issues for department and citizens; ability to complete adjoining property owner information and prepare mailing labels; ability to complete various reports; ability to organize and prioritize work; ability to review parcel history and update parcel information on parcels as they split or merge; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in geography, computer information systems, statistics, or related field and one to three years experience working with geography, computer information systems, statistics, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally

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requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified GIS professional.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date