



LIESEL DREISBACH
Chair

STEPHEN REPASCH
Vice Chair

JOHN DIACOIANIS
Treasurer

BECKY A. BRADLEY, AICP
Executive Director

Geographic Information Systems Planner/Senior Geographic Information Systems Planner

Lehigh Valley Planning Commission

Founded in 1961, the Lehigh Valley Planning Commission (LVPC) serves as the official regional planning entity for the Lehigh Valley. The LVPC reviews all subdivision, land development and stormwater activity, municipal land use ordinances, and comprehensive plans on behalf of Lehigh and Northampton Counties. In addition, to these municipal review responsibilities, the LVPC sets the development direction for region, from housing to businesses and infrastructure to schools. The organization is a resource to municipal government, developers, bankers, realtors, school boards, citizens and beyond, through research and publication of Lehigh Valley studies and reports from employment projections to the Regional Housing Plan. Lastly, the Commission oversees the administrative functions of the Lehigh Valley Transportation Study, who plan for and invest over \$3.9 billion in the region's roads, bridges and transit. These comprehensive planning activities are critical to the responsible and sustainable growth and management of the Lehigh Valley's built environment.

Position

Summary

The Lehigh Valley Planning Commission (LVPC) is growing the technological, geo-spatial and graphic capacity and capabilities of our team. Specifically, LVPC is seeking individuals with interest in participating in Geographic Information Systems-based regional planning efforts. Successful candidates must be innovative, and possess:

- Excellent communication skills, both oral and written
- Creative thinking, positive attitude
- Passion for results and a bias for action
- Strong commitment to public service and community improvement
- Team orientation and personal accountability

The Geographic Information Systems Planner/Senior Geographic Information Systems Planner will have significant responsibilities in comprehensive, long-range planning, reviewing development proposals and leading GIS projects and initiatives. This position works under limited supervision, as part of the LVPC team to coordinate the region's Geographic Information System (GIS), prepare maps and databases, initiates, monitors and oversee planning projects. Reports to the Chief Geographic Information Systems Planner.

Job Details

- Coordinate GIS data to support planning related projects;
- Develop standards and implement procedures for GIS creation and maintenance of maps and complex databases;
- Research data sources, digitize data and collect geospatial and attribute data;
- Consult with LVPC staff, public officials and the public to identify geospatial data needs;
- Work with other LVPC sections, outside agencies, and organizations to share, obtain, and incorporate planning related information into the regional GIS system;
- Identify, provide and analyze data, both spatially and in table format, for build out calculations, identification and analysis of constrained lands, community resource mapping, update zoning and land use;
- Summarize census, demographic and other data to support planning efforts;
- Evaluate data to ensure validity, reliability and appropriateness;
- Perform complex analyses of data specific to project demands;
- Develop graphic representations of geospatial data;
- Produce maps, charts and other graphic information displays;
- Develop written reports of data;
- Develop, maintain and update a variety of map resources and on-line map services;
- May participate in website development and maintenance to make cartographic, GIS and regional information and resources available to the public;
- Develop promotional and educational material as needed;
- Attend meetings and make public presentations;
- Represent the LVPC as an expert;
- Support work teams that participate in project planning;
- Prepare technical reports for community, environmental, and transportation planning;
- Assist in the preparation and implementation of community, environmental, and transportation planning projects;
- Conduct field investigations for research, compiling data and assessing project conformity with plans;
- Act as liaison between the community and the GIS division;
- Update and coordinate planning projects with GIS division and provide technical assistance to others;
- Remain current in latest cartographic and GIS related technologies;
- Research new technologies and make recommendations to the Chief Planner for software acquisition, implementation and advancement in the fields of GIS and cartography;
- Perform other duties as assigned.

Knowledge, Skills, and Other Characteristics

- Knowledge of GIS principles, applications and database development;
- Knowledge of GIS software including ArcGIS, ArcGIS Extensions, and ArcGIS Online;
- Knowledge of the use of GIS to manage, manipulate, model and represent data;
- Knowledge of methods and resources to research and acquire geospatial, census and demographic data;
- Knowledge of principles, methods, and tools used to perform data analysis;

- Knowledge of Federal, State and local laws, codes, regulations and current issues in community planning;
- Knowledge of the principles and methods of cartography;
- Knowledge of land surveying techniques;
- Knowledge of project management techniques;
- Knowledge and ability to promote safe work practices and ensure compliance with LVPC safety policies;
- Skill in coordinating multiple projects;
- Skill in using personal computers, word processing, spreadsheet, database, presentation, GIS and scanning software;
- Skill in researching, collecting, sorting, and manipulating data for database development;
- Skill in conducting research and writing technical reports;
- Skill in communicating clearly and concisely, orally, in writing and in graphic work;
- Skill in providing customer service;
- Skill in establishing and maintaining effective working relationships with consultants, employees and the public;
- Ability to actively participate in and give back to the planning/GIS profession through the American Planning Association, Urban Land Institute, US Green Building Council, associated GIS professionals networks, etc.

Qualifications

- Bachelor's degree required. Master's degree in planning, geography or a closely related field preferred.
- Demonstrable experience in ESRI-based products, including ArcMap, ArcCatalog, ArcToolbox, ArcGIS Online and other GIS-related applications relating to planning and ability to maintain GIS data and provide related training.
- Demonstrable experience with Microsoft Office; knowledge of Access preferred.
- Demonstrable use of social media applications such as twitter, Facebook, Instagram, etc.
- Ability to use computers, tablets, smart phones, plotters, printers and copiers.
- Thorough knowledge of fundamental planning issues and concepts, including basic planning theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
- Ability maintain active status or obtain entrance into the American Institute of Certified Planners per American Planning Association requirements.

Compensation

\$42,000-\$73,500 salary per year dependent of experience and qualifications. Excellent benefits.

To Apply

Only e-mail submissions to Tracy Oscavich, Associate Director of Development at toscavich@lvpc.org will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

Application materials must be received by 5:00 PM Eastern Standard Time on **April 30, 2016**.

Visit www.lvpc.org for more information on the Lehigh Valley Planning Commission, our work program, products and services.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.

The Lehigh Valley Planning Commission provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.