

## **Position Opening**

# **GIS Specialist**

Southwestern Wisconsin Regional Planning Commission (SWWRPC) seeks a qualified candidate to assist our staff meet a wide range of planning and economic development goals. As an extension of local government, SWWRPC serves the five counties of Southwestern Wisconsin (Grant, Green, Iowa, Lafayette, and Richland) in land use, transportation and economic development planning. The GIS Specialist reports to the Executive Director.

**Summary:** This position is primarily responsible for designing, developing, implementing, and managing a computer-based GIS mapping and information system for the Southwestern Wisconsin Region. The GIS Specialist will provide maps, images, and on-line resources used for community development planning, on-line asset management systems, and grant applications. The position will be responsible for managing the flow and dissemination of all cartographic information, keeping existing maps and databases updated.

**Description:** SWWRPC seeks a qualified individual to lead the development and implementation of our GIS and related web-based applications. Duties include designing and maintaining spatial data layers and associated databases, data conversion, recommending workflows to create and maintain spatial data, and conducting land use and planning-related spatial analysis. The GIS Specialist will act as a major participant in the development and implementation of cartographic standards. The GIS Specialist will also take the lead in convening and facilitating the Southwest Wisconsin GIS Forum, a quarterly meeting of GIS and land records professionals. This position will also be responsible for website maintenance and possibly web development, depending upon qualifications.

**Location:** The GIS Specialist will work primarily from SWWRPC's Platteville Office. Platteville is located 60 miles southwest of Madison, Wisconsin with a population of approximately 11,000. The city, nestled among rolling hills and surrounded by beautiful farm country, is home to the University of Wisconsin-Platteville.

### **Knowledge Required:**

- Knowledge of the principles, practices, terminology, and trends in geographic information system design and usage for modern land based mapping.
- Knowledge of the principles and practices of geographic information systems or computerized forecast modeling.
- Knowledge of the concepts and structure of computer programming languages.
- Knowledge of demographics, statistics, and spatial analysis.

- Knowledge of cartographic design and best practices.
- Knowledge of land records management practices and land records modernization processes in Wisconsin.
- Knowledge of database management best practices.

#### Skills Required:

- Experience in digital drafting, geographic information system design, implementation and management.
- Extensive proficiency with ESRI suite of software products, specifically Python Scripting for ArcGIS (ArcPy), ArcGIS, ArcOnline, and Model Building.
- Experience with Microsoft Office products and Adobe Suite.
- Experience with RDBMS and GPS data collection.
- Proficiency with Internet/Intranet based GIS Solutions.
- Experience interpreting legal descriptions and familiarity with the Public Land Survey System.

#### Abilities Required:

- Ability to communicate effectively, orally and in writing, with other employees and the general public.
- Ability to communicate, and translate as needed, technical information related to cartography and spatial analysis to policy makers and elected officials.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while fulfilling larger goals.

#### Minimum Qualifications:

- Bachelor's degree in Geography, Planning, or GIS. Master's degree and GIS Certificate preferred.

#### Preferred Qualifications:

- Proficiency in graphic design.
- Familiarity with current issues facing small rural communities.
- Knowledge of state and local ordinances pertaining to land records in the State of Wisconsin.

#### Essential Duties and Responsibilities:

- Map production or other planning project support – 70%
- GIS maintenance / data formatting and updating – 20%
- Marketing and media, including website maintenance – 5%
- Additional duties and administrative functions – 5%

Physical Requirements:

- Ability to communicate orally with other employees and the general public.
- Ability to see and hear within normal ranges; ability to sit, stand, stoop, and walk; ability to use hand, finger, and wrist motion.

Special Demands: The GIS Specialist must be able to maintain a flexible schedule for the purpose of attending evening meetings. The organization makes an effort to plan and schedule meetings in a timely manner and inform the GIS specialist of his/her meeting calendar in advance of all meetings.

Supervisory Duties: None

Availability: This opposition is a full-time, exempt position.

Compensation: Salary Range is \$40,000-\$47,500, depending on qualifications.

FLSA Status: Exempt

Those interested should submit an electronic cover letter, resume, three professional references, a brief portfolio of past work, and a completed SWWRPC Application (available at <http://swwrpc.org/wordpress/about/employment-opportunities/>) to [jobs@swwrpc.org](mailto:jobs@swwrpc.org) .

Only electronic applications will be reviewed. Applications will be accepted until a suitable candidate is found.

Please be sure to clearly indicate which position you wish to apply for in the subject line of your email submission.

*SWWRPC is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.*