

**PIONEER VALLEY PLANNING COMMISSION (PVPC)**  
**GIS COORDINATOR**

**Salary range for the GIS Coordinator is \$81,334 to \$105,734**

**DEFINITION:** Under general supervision of the Executive Director, develops and maintains regional geographical and statistical data in support of the regional planning program; performs a wide variety of professional work requiring geographical, statistical, and planning related analyses; designs and implements geographic information system (GIS) databases; creates, manages, maintains, analyzes, and disseminates data. Supervises and provides project direction to assigned professional and technical staff.

Management and Supervision

---

This position reports to the Executive Director.

Essential Duties and Responsibilities

---

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Manages and administers the PVPC GIS database and data dissemination functions within the agency; creates and maintains relevant data layers for use in the regional planning process; develops standards, templates, approaches, and metadata; shares and acquires data; documents sources and characteristics of data;
2. Effectively manages staff members in the completion of all relevant responsibilities and duties;
3. In conjunction with the Executive Director, develops the work plan and priorities of the GIS program of PVPC;
4. Creates, manages, maintains, and organizes data, map documents, computer files, data libraries, and data inventories;
5. May create graphic presentations of information on technical and analytical planning issues in support of community outreach activities such as open houses, workshops, and special events;
6. Ensures that PVPC has a GIS system that can allow varying access to data and mapping functions. A structure for multi-level user access to data and GIS layers within PVPC and potentially also available externally is desired;
7. Ability to network and share GIS capabilities with internal and external partners to build demand and usage for PVPC GIS system functions and staff skills;
8. Works with other staff to create and maintain coordinated data systems for mapping and data analysis across PVPC. Continuous improvement of these systems to improve accessibility for a variety of users and reduce redundancy is desired;
9. Prepares and compiles reports, studies, maps, drawings, graphics, documentation, needs assessments, and data catalogs; prepares answers to information queries and requests; makes findings and recommendations;

10. Coordinates special technical investigations, committees, and working groups; coordinates efforts with local governments, affected entities, and contractors; attends and participates, and may coordinate PVPC participation in regional groups/efforts/committees focused on land use planning, infrastructure planning, and natural resources management; manages technical contractors and projects;
11. Uses skillset to accomplish the following: management of records, publications, and information systems; assistance with evaluation of capabilities, techniques, methods, training needs, practices, and operations; development of procedures, standards, templates, and organizational tools for various PVPC functions with the goal of improving workflow and efficiency;
12. Additional job duties may be assigned.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### *Knowledge of*

- advanced geographic information system (GIS) concepts, practices, and methodology;
- desktop or workstation-based GIS operations, principles, and terminology;
- concepts, methods, and techniques of statistical and spatial analysis;
- principles and practices of land use planning, natural resource management, and public policy research, development, and evaluation;
- object oriented programming and python scripting or equivalent;
- enterprise database management (ArcSDE, SQL Server);
- objectives, principles, procedures, standards, information sources, trends, regulations and policies related to municipal, urban, and regional planning;
- principles of surveying and mapping; methods, techniques, tools, and instruments
- accepted and successful management practices;
- use and capabilities of computer software applications that are commonly used in an office environment.

#### *Ability to*

- prepare and maintain spatial and non-spatial data, maps, and drawings; read and interpret blueprints, subdivision maps, and assessor parcel maps;
- administer complex GIS infrastructure such as ESRI SDE Server architecture, software and licensing;
- exercise independent judgment, decision making; develop creative solutions for complex issues;
- communicate clearly and concisely and present written and verbal information before boards, commissions and the general public;
- effectively use GIS and graphic design programs and equipment; word processing, spreadsheet, and database computer applications;
- learn new and complex software applications and establish digital workflows;
- prepare accurate records and notes; prepare clear and concise reports and written materials;
- rapidly and accurately identify and summarize key issues on planning matters;

- build consensus and gain cooperation through discussion;
- establish and maintain effective working relationships with co-workers, governmental agencies, non-governmental agencies, and members of the general public;
- work productively in a team environment and on multiple projects at one time;
- effectively learn new concepts to consistently update knowledge of planning and GIS related matters;
- work effectively under the pressure of deadlines and conflicting demands.

### **Special Requirements**

Possession of a valid driver's license or access to alternative means of transportation. Must have legal authorization to work in the United States. Demonstrated competency in the use of office computers and business software.

**Experience and Training:** Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below.

Course work from an accredited college or university with a bachelor's degree in geography, GIS land use planning, urban planning, regional planning, civil engineering, computer programming, environmental management, public policy, or closely related field and at least three years of experience including GIS or other comparable job experience.

Any equivalent combination of education and progressively responsible experience.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer and large format plotter. Ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** Work is typically performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions.

**FLSA Status:** Non-exempt