



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 1, 2019

CLOSING DATE: FEBRUARY 15, 2019

TITLE: GIS ANALYST

GRADE: 10

**DEPARTMENT: PLANNING AND
COMMUNITY DEVELOPMENT**

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$17.14/ HR \$33,423/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

The Erie County Department of Planning is a dynamic and creative team committed to improving quality of life in Erie County through its programs and services. The department serves our communities in a variety of program areas including but not limited to transportation, recycling, municipal assistance, community development, water resources, coastal resources, and greenways. Team members are challenged to develop innovative solutions to community development in Erie County.

DEFINITION OF CLASS:

This is an entry-level professional position responsible for performing a variety of analyses and assignments relating to initiatives of the County Department of Planning and Community Development. Initially work involves tasks of limited scope, but as technical proficiency is acquired, increasingly difficult duties may be assigned. The employee's freedom to act is limited to fulfilling well-defined assignments. Supervision is received from the Director, Planning Program Administrators, and Coordinators who provide detailed instructions and guidance on new work; however, employees are expected to exercise independent judgment in carrying out assignments as experience is gained. Work assignments are received in the form of oral or written instructions and are reviewed while in progress and upon completion by the Director, Planning Program Administrators, and Coordinators for completeness, quality and adherence to established standards.

DUTIES & RESPONSIBILITIES:

Duties include: Performing spatial GIS and other technical or mathematical analyses to support the programs of the Erie County Department of Planning and Community Development. Researching and extracting data pertinent to the development, review or administration of local or County plans and planning policies, and assisting Planning Program Administrators and Coordinators in the implementation of relative programs and

projects. Providing support for the Municipal Assistance Program. Preparation of information into meaningful forms including the development of charts, graphs and tables for presentation. Attendance at meetings with public officials, local and regional planning commissions, civic groups and the general public to encourage questions, seek cooperation and participation in the process and to provide technical advice and assistance. Presentation of information to local elected officials, planning commissions and boards, economic development agencies and boards, civic groups, and the general public.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrate creative problem-solving skills in solving less well-defined practical problems.
- Involve others in problem solving and decision making to gain diverse perspectives.
- Manages workload including a variety of projects, communicate with team, and meet deadlines.
- Comprehensive knowledge of the principles and practices of planning, including knowledge of research methodology (statistical and mathematical techniques).
- Demonstrates knowledge of ESRI ArcGIS software (10.x) including, but not limited to editing data, creating data, modifying geographic data, and ESRI Toolsets
- Experience with data processing and management (DBF, spreadsheets, Access databases, geodatabases)
- Experience utilizing spreadsheet software for statistics (Excel, STATA, SPSS, SAS, R, etc.)
- Experience utilizing data visualization tools (Tableau, PowerBI, etc.)
- Familiarity and involvement with transportation planning and programming regulations.
- Ability to extract, organize, analyze, and present data, and express ideas clearly and concisely in oral, written and graphic form.
- High level technical competence with Microsoft software is required.
- Preferred experience with graphic design.
- Ability to establish and maintain effective working relationships with co-workers, staff of other agencies, public officials and the general public; good judgment and initiative.

MINIMUM REQUIREMENT/QUALIFICATIONS:

A Bachelor's degree in planning, GIS, or a related field; or one year of professional experience as a GIS analyst or GIS support staff in local, county or regional planning and a Bachelor's degree in an unrelated field. Working knowledge of Geographic Information System (GIS) applications and data visualization tools is required. Must possess a valid driver's license.