

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

## GIS Manager/Planner Position Job Description

### General Description:

The Geographic Information Systems (GIS) Planner operates and maintains the Commission's Regional GIS Service Center, which provides mapping and spatial analysis services related to the Commission and municipal projects and programs. In addition to GIS work, the ACRPC will ask the GIS Planner to serve as the office IT Manager and help with or lead other planning projects that compliment their skill sets. These could include natural resources, economic development, or other planning-related topics. The position works independently to support all aspects of the planning work of the region under the general direction of the Executive Director.

### Responsibilities:

The GIS Planner provides GIS-related planning assistance to ACRPC municipalities and other Addison County stakeholders including comprehensive spatial analyses and municipal and regional plan elements, and plans for the long-range GIS needs of the region, including the maintenance and improvement of ACRPC's spatial databases and related map products. The GIS Planner works with ACRPC's professional planning staff, coordinating GIS technical and financial elements for grant proposals, requests for proposals, and project execution. The GIS Planner also manages and works on independent projects related to river hazard mapping, forest analysis, energy facility siting studies, broadband expansion, and other subject areas.

The GIS Planner is also responsible for managing ACRPC's IT infrastructure. This includes development of the annual equipment purchase budget and oversight of the purchase of all IT equipment. This includes administering a Google Workspace account, website support, ordering and supporting staff computers, printers, hardware, software, and serving as the point of communications for ACRPC in discussions with outside service providers such as internet service providers and hardware/software vendors.

### Qualifications:

The candidate must be a U.S. citizen, or be lawfully authorized to work in the U.S., and have their own means of transportation. The position requires a Bachelor's degree in geography, planning, natural resources, GIS or a closely related field, and four to six years of relevant professional experience with GIS and spatial database development for planning and resource management. A Master's degree in any of the above may be substituted for up to two years of the required experience.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



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The GIS Planner must possess the ability to establish and maintain effective working relationships within ACRPC and between ACRPC and partners such as the other regional planning commissions, the Vermont Center for Geographic Information, and other local, state, and federal GIS stakeholders. The GIS Planner must have experience in the preparation and administration of work plans, budgets, and contracts. The GIS Planner must possess excellent long-range planning, project prioritization, and management skills and must possess the ability to envision planning objectives and translate planning issues into GIS applications and must be able to prepare and present GIS analyses.

The position also requires considerable knowledge of remote sensing, spatial and general relational database management system development, cartography, geography, natural resource and land use planning. A working knowledge of administering ArcGIS Online, creating Hub sites, using ESRI FieldMaps and Survey 123, and using Tableau, is preferred. The position also requires occasional outside and evening meetings and may include limited fieldwork.

## Salary and Benefits

The position is a full-time (37.5 hrs/week), exempt, regular employee, and is subject to all terms and benefits of the Commission's Personnel Policies. Salary is commensurate with experience. Candidates for the position should submit a cover letter, resume, and three references to Adam Lougee ([alougee@acrpc.org](mailto:alougee@acrpc.org)). The position is open until filled and candidate review begins immediately for a full-time job starting June/July of 2022.

The Addison County Regional Planning Commission is an Equal Opportunity Employer.

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