

Senior Automation Analyst – Planning (21-00885)

Planning Department

Hiring Range: \$49,875 - \$73,588

Deadline: 11:59 pm May 30, 2021

Chesterfield County's Planning Department is seeking a Senior Automation Analyst. Under general supervision of Planning Department Information Manager, the Senior Automation Analyst will perform work of considerable difficulty in advanced technical and analytical duties in support of department Geographical Information System and Enterprise Land Management System with ePlan Review application. Identify and Develop GIS online maps and apps that will help planning department staff and customers. Develop, test, and modify various ad-hoc and SSRS reporting. Extract system data, analyze and organize data, and compile data into spreadsheets and analytical reports including workload a turnaround report. Promote and recommend best practices to improve automation frameworks and processes, including maintenance issues, operation requirements, disaster recovery and security. Maintain documentation for technical processes, procedures and training materials for applications, databases and systems. Provide troubleshooting and technical support to ensure that technology adheres to system development methodology and policies, procedures, laws and regulations. Deliver broad range of responsibilities relating to the Planning Department's information systems and processes, including its Enterprise Land Management system, Geographic Information System (ArcGIS), Document Management/Imaging and Web-Based applications. Work with county's communications and media department and IT web team for designing and implementing Community Outreach through multi modal avenues including social media. Demonstrate high degree of planning, organizational, analytical, collaborative, coordination and information management skills and ability to partner and communicate with all levels within the Planning Department, as well as other County departments. Perform other work as required. PLEASE NOTE: Previous applicants do not need to re-apply. Applications will remain under consideration until position is filled. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess a bachelor's degree in Information Technology, Geographic Information Systems or related field, along with three years of experience; three years of computer experience in ESRI GIS both in Map and Online applications, systems analysis, and database administration in relational database environment; or an equivalent combination of training and experience. Considerable skill and experience using ArcGIS 10+ and GIS Pro. Strong understanding of computer applications, along with a good understanding of geospatial concepts and spatial analysis. General knowledge of ArcGIS online, modeling and Python scripting is preferred. Advanced knowledge of Microsoft Office 365 applications. Strong reporting technique skills. PowerBI experience is an addition. Considerable knowledge of systems analysis and operations including database management, process evaluation/management techniques and principles is preferred. Ability to analyze difficult business problems for potential automation solutions. Knowledge of urban planning principles and development review processes is an additional qualification. Ability to work effectively with a diverse range of internal and external customers. Ability to communicate effectively, both orally and in writing, with both management and technical personnel. Strong public engagement, logic and innovation skills, enjoying teamwork as well as independent work as needed. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit **chesterfield.gov/careers** to view instructions and to complete and submit an application. (804) 748-1551.

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