

## **Automation Specialist**

### **Planning**

**Hiring Range: \$38,209 - \$51,729**

**Deadline: 11:59 p.m. November 28, 2021**

#### **Who We Are:**

Committed to excellence in customer services and upholding the highest standards of ethics and integrity, Chesterfield County Planning Department provides services for both internal and external customers in shaping the County for our current and future generations. The Planning Department is responsible for guiding and regulating the growth and development in Chesterfield County. We work hard to achieve our mission and value work-life balance through paid-time off and flexible work schedules, including telework options after an initial training period. We are looking for a hard-working individual who enjoys technology, using it for archiving, database management and resolving technical issues.

#### **What You Do and How You Do It:**

As an Automation Specialist in the Planning Department, you will be reporting to the Information Manager and joining a highly dynamic, friendly and results oriented team. You will be a key resource providing direct first level technical support to Planning Department staff. You will serve as the Department's liaison with the Information Systems Technology (IST) Department for equipment related issues. You will be the subject matter expert in MS Office, Acrobat and imaging software along with ESRI GIS application. You will be responsible for:

- Working collaboratively with team members to provide technical support of department information systems
- Confers with users to diagnose, investigate, and resolve computer hardware and software problems
- Communicate with IST on FootPrints and Help Desk calls to resolve staff's technical issues
- Purchase and maintain hardware and software needs for the Department
- Maintain Planning Department equipment inventory
- Maintains data integrity in department information systems, perform audits and other quality control activities
- Scanning plans, plats and required documents into our Enterprise Land Management (ELM) system

#### **Here's What You Need:**

An associate's degree in Information Systems, computer science, Geographic Information Systems, Graphics and Web development, Planning or related field, along with two years' experience in Technical Support and GIS; or an equivalent combination of education and experience. Knowledge of urban planning principles is a plus. Advanced knowledge of Microsoft Office 365 applications. Familiarity with and experience using ArcGIS 10.3 or above. Knowledge of graphic software. Strong understanding of computer applications, along with a good understanding of geospatial concepts and spatial analysis. Knowledge of systems analysis and operations. Good logical and innovation skills, enjoys teamwork, and can work independently when required. Ability to work and communicate effectively with a diverse range of internal and external customers.

**Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

**Real Talk:**

You could be a member of the Information Management team, supporting Planning Department staff on technical issues, maintaining systems and managing databases. To perform this job well, you must be good at troubleshooting technical issues, and effectively communicating and resolving them. You will have some routine task assignments, urgent requests, and opportunities to lead projects. You will have the opportunity to use ArcGIS and Web applications. Prioritization, work ethic and time management are essential qualities. You will routinely collaborate with a diverse group of professionals at all levels including front-line administrative and technical staff, department managers/supervisors and IT staff. Have a professionalism and positive attitude in carrying out your duties.

The successful candidate will be a motivated self-starter requiring minimal supervision with strong organizational, communication (including active listening, proactive outreach and follow up) and time management skills; possess the ability to work on multiple tasks simultaneously completing work timely and meeting deadlines as part of a team and independently; and have a forward-thinking approach with creative problem solving. Additionally, the candidate will be eager to learn seeking opportunities to grow professional and to lead diverse groups.

If you are interested in a challenging and rewarding position while learning new applications and systems where you become expert in supporting Chesterfield County's development and technical processes, then this is the position for you. We offer a competitive compensation and benefit package, including the Virginia Retirement System defined benefit plan.

**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.**

A Chesterfield County application is required and must be submitted online by deadline. Visit [chesterfield.gov/careers](http://chesterfield.gov/careers) to view instructions and to complete and submit an application. (804) 748-1551.

***An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion***