GIS Planner
Salary Band 5
FLSA: Exempt
Reports to: Community Development Director
Staff Supervisory Responsibility: up to 5 employees

We Value
Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Work is performed both indoors and outdoors where uncomfortable conditions exist. Must occasionally lift and/or move up to 25 pounds. Frequent interaction with the public. Some nights and weekends could be required as needed.

Campbell County is currently seeking a GIS Planner to join our team. We are willing to give consideration to applicants with any combination of GIS and Planning experience.

Performs with excellence, the following tasks, including but not limited to:

- Working within broad policy and organizational guidelines, plans and implements GIS projects
- Administers, coordinates, directs and manages GIS program
- Performs complex analyses on spatial and tabular data
- Performs network analysis to develop transportation routing, service area and response area recommendations for emergency services and other departments
- Develops data models and scripts to automate routing and complex geoprocessing processes
- Oversees the County's Enterprise Geodatabases and network servers to include software installation, licensing, maintenance, backups, updates and user access (ArcSDE, ArcServer and SQL)
- Develops and maintains various scripts to ensure routine updates for critical applications for Public Safety, Building Inspection, Real Estate, Virginia Geographic Information Network (VGIN), Campbell County Utilities and Service Authority, and various public websites
- Designs, implements and maintains multiple custom GIS websites to meet the specific needs of County Departments
- Maintains an Open Data website for public data download
- Oversees the development, implementation, maintenance and update of the public GIS website
- Responsible for the software administration and data maintenance of Public Safety mapping software to include 911 call mapping, Emergency Notification System and mobile mapping applications
- Works with other localities and government agencies, surveyors, engineers, and external GIS professionals on the acquisition, transfer and replication of geospatial data
- Provides GIS expertise for the County Emergency Operations Center and other emergency situations
- Works closely with the PSAP, VGIN, other localities and phone providers to ensure quality and accurate 9-1-1 call routing and to maintain a minimum 98% data accuracy
- Undertakes special projects, for County departments, agencies and constitutional offices, which require the use and analysis of GIS data and expertise
- Oversees GIS program, including planning and budgeting, procurement, writing RFPs and other requests for services when necessary
- May supervise GIS staff and conduct required performance reviews of employees
- Trains others on the use of various GIS platforms, software and websites
- Attends and participates in professional group meetings, stays abreast of GIS industry trends and technology, and informs staff, administrators, and department managers on these trends
- Demonstrates continuous effort to improve operations, streamline work processes, and work

Approved: Frank J. Rogers

BeWelcomed. BeSuccessful. BeHome.

cooperatively and jointly to provide quality seamless customer service; develops and oversees training activities to support GIS initiatives; monitors all GIS activities

- Fulfills general public requests for GIS data, mapping and imagery services
- Keeps all GIS/GPS software, hardware and extension licensing and maintenance current
- Administers and oversees Street Sign contract
- Maintains County's Master Street Addressing Guide
- Chairs, coordinates, or facilitates various teams involved in program implementation
- Insures program compliance with grant and/or code provisions
- Gathers, interprets and prepares data for planning studies and reports
- Assists with revisions to the Zoning and Subdivision Ordinances and Comprehensive Plan
- Assists in review and processing applications for various land use and development proposals
- Assists in review and approval of subdivisions plats
- Performs other duties as required or assigned

Qualifications:

- Bachelor's degree in related work;
- Four years of experience in operating a geographic information system, including a demonstrated ability to use ArcGIS software and related ESRI products.
- Additional education and/or training may be substituted where applicable.
- Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment.
- Requires completion of National Incident Management System IS-200 within 120 days of employment and ICS-300 within one year of employment (based on availability of scheduled classes).
- Desirable: Three years supervisory experience

Core Skill Sets:

- Ability to maintain effective working relationships in order to explain policies and obtain cooperation;
- Thorough knowledge of the State statutes and County ordinances governing zoning, subdividing, planning, street naming, and related codes;
- Thorough knowledge of basic planning principles and practices;
- Ability to read and comprehend site plans, topography maps, plats, zoning and real estate maps, aerial photographs, and use engineering scales;
- Ability to effectively communicate both orally and in writing;
- Ability to effectively prioritize multiple requests and manage concurrent processes;
- Thorough understanding and ability to utilize the County's adopted software platform.