



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Assistant Planner / GIS Specialist

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a full-time Assistant Planner / GIS Specialist to provide land use and transportation planning, GIS, and support services to the Planning Department by developing presentation materials, assisting with report writing, preparing work plans, conducting research (collecting, compiling, and analyzing data), and assisting with public involvement activities.

THE PERSON

The ideal candidate will have a fundamental understanding of planning practices, procedures and regulations as well as the basic principles and nomenclature of geography, cartography and coordinate systems. GIS knowledge and experience should comprise cartography principles, data sourcing, feature creation and editing, spatial analysis, static map creation, and web map and application design and maintenance. The ability to perform technical analysis in land use and development review will also be necessary. Effectively utilizing modern computer applications including Microsoft Office and WordPress or similar website development/maintenance software will be required. Additionally, the candidate must work effectively as a team member while establishing and maintaining harmonious and cooperative working relationships with staff and a wide variety of people.

SALARY

Employees can be expected to be placed on the salary range based on experience and qualifications. Employees are eligible for a step increase after successful completion of a six-month trial service period and annual step increases thereafter.

Annual Salary: \$40,105 – \$57,697

Starting Salary: \$40,105 - \$46,703, depending on qualifications

Terms: Full-time - 40 hours / non- exempt with benefits

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree with an emphasis in transportation, urban, or regional planning; geography; drafting; architecture; computer science; or a related field OR any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.
- **Experience:** A minimum of 2 years of technical experience working in planning and/or with GIS systems, including data maintenance and map creation.
- **Drivers License:** Possession of, or the ability to obtain and retain, an Oregon driver's license by the time of appointment, or otherwise have immediate point-to-point transportation available.

APPLICATION PROCESS

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified. For application instructions, please visit "How Do I > Apply for a Job" at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials will not be considered.*



ABOUT ROGUE VALLEY COUNCIL OF GOVERNMENTS

The Rogue Valley Council of Governments, a voluntary association of local governments in Jackson and Josephine Counties, was established in 1968 and comprises departments delivering services in the following specialties: Senior Nutrition, Senior and Disability Services, Transportation Planning, Land Use Planning, Grant and Contract Administration, Natural Resources, Technology Services, and Special Member Services.

ABOUT THE REGION

Located in the foothills of the Cascade and Siskiyou mountains in southern Oregon, this is a region of full four-season recreation at your doorstep. Medford, with a population of almost 85,000, is the largest city in Southern Oregon and Northern California and, as such, is a regional center for health care, services and transportation. Nearby Ashland is home to Southern Oregon University and the Tony Award-winning Oregon Shakespeare Festival, and to the northwest is Grants Pass, famous for its downtown historic district and whitewater rafting on the world famous Wild and Scenic Rogue River. The region is also well known for its award-winning wineries, many with tasting rooms nestled amidst some of its most beautiful scenery.

BENEFITS OF EMPLOYMENT

Upon hire or first of month following date of hire

- Eleven paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$30 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month probationary period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$83 per individual or \$125 per family per month
- Employer paid Life and Long Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short term disability, critical illness, and more

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

