

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>Assistant Planner/GIS Specialist</b>		
Department:	<b>Planning</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>Senior Planner</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>07/20/2021</b>	Classification:	<b>11</b>
Direct Reports:	Type of position:	Hours: <b>40 hours / week</b>	
<b>None</b>	<b><u>Full-time</u></b> Part-time	Exempt	
	On-Call      Limited Duration	<b><u>Non-exempt</u></b>	
<b>GENERAL DESCRIPTION</b>			
Provides land use, transportation planning, GIS, and support services to the Planning Department by developing presentation materials, assisting with writing reports, preparing work plans, conducting research and collecting, compiling, and analyzing data; and assisting with public involvement activities.			
<b>ESSENTIAL JOB FUNCTIONS</b>			
<ol style="list-style-type: none"> <li>1. Performs technical tasks related to the collection, development, and maintenance of GIS programs and datasets.</li> <li>2. Responds to technical service requests for planning related data and maps from inside and outside RVCOG; prepares and prints GIS maps; prepares and prints GIS maps.</li> <li>3. Researches, analyzes, and gathers data as needed for GIS and non-GIS projects.</li> <li>4. Works closely with staff to develop mandatory state and federal documents and reports.</li> <li>5. Follows forms and procedures for data collection, methods of updating, error checking, correction and documentation.</li> <li>6. Develops presentation materials and assists with making presentations to committees, advisory boards, councils, commissions, civic groups, and the general public.</li> <li>7. Performs field work to obtain primary land use and transportation system information.</li> <li>8. Assists in technical analysis required to demonstrate consistency with statewide planning program requirements.</li> <li>9. Assists in developing and maintaining information necessary for transportation planning and travel modeling activities.</li> <li>10. Assists with writing transportation plans and studies with direction and review from senior staff.</li> <li>11. Assists in evaluating development proposals for compliance with local and regional plans and land use ordinances.</li> <li>12. Assists with the preparation of planning reports on identified issues, including economic development, housing, land use, open space, and intergovernmental relations.</li> <li>13. Performs technical review of community and regional planning documents and plans.</li> <li>14. Coordinates with local and state agencies.</li> </ol>			
<b>AUXILARY JOB FUNCTIONS</b>			
<ol style="list-style-type: none"> <li>1. Collaborates with other RVCOG departments;</li> <li>2. Other related duties as assigned.</li> </ol>			
<b>SUPERVISORY RESPONSIBILITIES</b>			
None			

## **SUPERVISION RECEIVED**

Supervised by the Senior Transportation Planner, receives general oversight from the Planning Program Director.

## **RELATIONSHIP TO OTHERS**

Maintains frequent contact with RVCOG management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

## **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION, TRAINING, AND EXPERIENCE**

1. **Education:** Bachelor's degree with an emphasis in urban, transportation, or regional planning, geography, drafting, architecture, computer science, or a related field.
2. **Experience:** A minimum of 2 years of technical experience working in planning and/or with GIS systems, including data maintenance and map creation.
3. **Substitution:** Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

### **SPECIAL REQUIREMENTS**

1. **License:** Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. **Vehicle:** Possession of, or permanent access to, a personal vehicle.
3. **Other:** Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

1. Planning principles, practices, procedures, and regulations;
2. Basic principles, techniques, and nomenclature of geography, cartography, and coordinate systems;
3. Principles and practices of GIS, including basic cartographic principles, data sourcing, feature creation and editing, spatial analysis, static map creation, and web map and application design and maintenance;
4. Computer mapping systems and the functions and GIS-related hardware and software; and
5. Database design principles and database management software relating to the storage of tabular and spatial data.

#### Related skills:

1. Microsoft Office (Word, Excel, PowerPoint,) ESRI's ArcPro and ArcOnline platform and applications, Adobe Acrobat, and Wordpress or similar website development and maintenance;
2. Data collection/synthesis;
3. Effective communication with individuals of diverse interests in a courteous and efficient manner; and
4. Business English, spelling, and punctuation.

#### Ability to:

1. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people;
2. Perform technical analysis in land use and development review;

3. Collect, interpret, and integrate geographic, cartographic, and tabular data;
4. Operate GIS hardware and software;
5. Verify and edit existing GIS data coverage;
6. Develop project strategies and work plans;
7. Work with accuracy and attention to detail to meet deadlines;
8. Make effective presentations to small and large groups; and
9. Work on multiple projects simultaneously.

### **PHYSICAL DEMANDS**

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

### **WORK ENVIRONMENT**

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be required.

### **ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Karl Welzenbach** Date: 06/23/2021 **Planning Program Director**

REVIEWED BY: **Jodi Wilson** Date: 7/13/2021 **Human Resources Manager**

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