



## ***Temporary GIS Planning Assistant***

The Naugatuck Valley Council of Governments seeks a temporary GIS Planning Assistant to provide technical support for a variety of planning projects. Among other tasks, the successful applicant will assist NVCOG's member municipalities with the Local Update of Census Addresses Operation (LUCA). This entails compiling residential address lists from various sources to update the U.S. Census 2020 residential address list. Updating the regional GIS open space data layer and the development of an open space plan are other tasks requiring assistance.

Candidates should have the ability to create and maintain databases, prepare technical written reports, and be proficient in GIS. A Bachelor's degree in planning, environmental studies, natural resources, geography, or a related field and some experience is preferred.

### Qualifications:

- Knowledge of addressing and address standards.
- Strong excel skills – understanding of advanced formulas, formatting, comparing and integrating multiple sources of data
- Proficient in GIS (ESRI ArcGIS 10.x and extensions)
- Knowledge of principles of cartography and graphic design
- Experience working with diverse data sets from federal, state and local agencies
- Knowledge of general principles and practices of municipal and regional planning

Salary is commensurate with experience and qualifications. This position is temporary for 3-6 months. NVCOG is an Equal Opportunity Employer

**To apply** please submit a resume to: Glenda Prentiss, 49 Leavenworth Street, 3<sup>rd</sup> Floor, Waterbury, CT 06702 by 4:30 p.m. Friday, December 22, 2017 or email [gprentiss@nvcogct.org](mailto:gprentiss@nvcogct.org) .