

Temporary GIS Technician/Assistant Planner

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is seeking a temporary, entry-level GIS Technician/Assistant Planner to complement our professional planning staff. The GIS Technician/Assistant Planner will support the daily activities of planning staff, including conducting GIS analysis, preparing maps using ArcGIS software, researching and preparing reports, and assisting with the Commission's transportation data collection program.

The GIS Technician/Assistant Planner will work under the general supervision of senior planning staff and the Executive Director. The successful candidate will be expected to learn new skills quickly and carry out assignments with increasing independence.

This is a 40-hour per week temporary position ending December 31, 2018. The potential for permanent employment is based on availability of future funding.

Education and Experience:

- Bachelor's Degree in planning, geography, or a related field.
- Dedicated course work and/or practical work experience with ArcGIS 10.4, 10.5, ArcPro software and GPS data collection.
- One or more years of practical experience in the fields of planning, geography, or engineering is preferred.

Duties and Responsibilities:

The following duties and responsibilities are not all inclusive. Other duties may be assigned on an as-needed basis.

- Assist with the analysis of GIS data using ArcGIS 10.4, 10.5, ArcPro software.
- Collect and compile a variety of statistical data, and prepare reports and maps using census information, land use, and other data.
- Assist with developing planning studies and reports in support of new and updated municipal and regional plans and programs.
- Assist with the collection of transportation-related data, including traffic counts and turning movement counts. (Traffic data collection may require work outside of regular business hours.)
- Assist in the review of development proposals and site plans for conformance with local ordinances and regulations.
- Other duties as assigned.

Related Skills:

- Knowledge of the application of planning principles and practices.
- Knowledge of research and data collection principles and practices.

- Knowledge of computer software programs, including Microsoft Office, ArcGIS 10.2, extensions of ArcGIS including Spatial Analyst, and ArcGIS Online.
- Ability to communicate effectively with elected officials, staff, volunteers and the general public.
- Ability to prepare well-written professional reports for publications and presentations.
- Ability to work independently, meet frequent deadlines, and assist with multiple projects simultaneously.
- Ability to creatively solve problems.

Other Requirements:

A current, valid driver's license is required. This position involves travel around the region, and occasional evening and weekend meetings. Some data collection work may involve working outside in variable weather conditions and lifting up to 30 pounds.

Applying for the Position:

Persons interested in applying for the position should submit a cover letter, resume, and three references to:

UVLSRPC

Attn: Executive Director

10 Water Street, Suite 225

Lebanon, NH 03766

Or submit electronically to info@uvlsrpc.org with the subject heading "Temporary GIS Technician/Assistant Planner Position."

The Upper Valley Lake Sunapee Regional Planning Commission is an Equal Opportunity Employer.

The position is open until filled.