



GIS MANAGER / REGIONAL PLANNER

POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The Northwest Hills Council of Governments is multi-discipline, regional planning organization with twenty-one (21) member municipalities ranging from more urban municipalities like the City of Torrington and Winsted to small, rural towns such as Washington, Norfolk, and Salisbury. NHCOCG is governed by a Board of Directors comprising the Chief Elected Officials from each of its 21 communities. NHCOCG works to serve the communities of the northwest hills by providing necessary skills and support to its member municipalities across many areas of municipal planning, administration, and government. NHCOCG also seeks to elevate the northwest hills as a premiere rural region through policy and planning work in the areas of transportation, economic development, land use, housing, community development and environmental planning & sustainability.

NHCOCG serves as a forum to promote coordination and cooperation among municipal partners to identify and implement best practices. The agency's core disciplines include:

- Transportation/Infrastructure
- Land Use
- Environment/Natural Hazard Mitigation/Sustainability
- Economic Development
- Regional Shared Services & Equipment
- Geographic Information Systems (GIS) & Mapping Services
- Regional Health & Human Services Network

The GIS Manager/Regional Planner has full responsibility over the region's geographic information system (GIS) database and seeks out new opportunities to realize regional efficiencies and data/spatial improvements that aid in the planning process of the region. The position is also responsible for preparing digital, printed and web-based maps and geographic analysis for all NHCOCG planning functions. The work product is particularly distinguished by the ability to autonomously perform and validate technical work requiring a substantial amount of accuracy and attention to detail.

The position specifically designs, builds, and maintains GIS applications for use by agency staff, member municipalities and partner organizations and the public, including performing annual updates management, capture, conversion, and data entry to regional GIS datasets. Also works with the state GIS data center including acquisition and transfer of municipal and regional datasets, layers and tax data as needed.

The position also participates in regional planning activities and functions in a variety of specific disciplines as needed. Provides expertise in support of the essential functions outlined above and in other specialized region-wide work programs as they relate to the planning process in the region.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director.

EXAMPLES OF DUTIES

- Performs GIS management, capture, conversion, and data entry work using ESRI Arc GIS desktop software.
- Designs, build, and maintain GIS applications for use by agency staff, partner organizations and the public including performing annual updates to regional GIS datasets.
- Maintains data integrity using quality control procedures and audit information for errors or inconsistencies both visually and using automated tools.
- Performs updates to GIS databases using data from a variety of sources.
- May perform data formatting and conversion between GIS and other systems such as AutoCAD.
- Creates technical reports and maps for use in presentations or to support projects.
- Provides both static and web mapping products, as well as geographic and other data analysis for all CRCOG departments.
- Maintains up to date account of land use, parcel, zoning, and street information by working with municipal staff to collect and compile data.
- Works collaboratively with other Agency employees to address and resolve concerns, provide assistance and support the overall functions of the department.
- Prepares GIS services for various transportation and community & economic development planning efforts such as the Statewide Transportation Improvement Program and the Local Transportation Capital Improvement Program (LOTICIP).
- Creates and develops GIS and parcel layers for the Agency and member communities.
- Collaborates with other NHCOG employees to address and resolve concerns, provide assistance and support the overall functions of the department.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Monitors industry trends and maintains required training, licensure and/or certifications.
- Follows safe work practices and adhere to policies, procedures, ordinances that have been adopted by the Agency.
- May be required to attend meetings outside of the region or evening meetings within the region as necessary.
- The Executive Director may reassign work responsibilities at any time to meet the needs of the agency.

KNOWLEDGE, SKILLS, AND ABILITY

- Knowledge of GIS practices and principles including database design and management, programming/customizing, maintenance, mapping, and networking.
- Knowledge and skill with GIS software including ESRI software such as ArcGIS Pro and ArcGIS Online and Python scripting uses and applications.
- Knowledge of general principles and practices of regional planning to include land use, smart growth, transportation, sustainable development, and other planning disciplines.

- Knowledge of sources of data regarding sociological, economic, and financial factors of community development
- Ability to do technical research and comprehensive studies in areas related to planning.
- Considerable ability to prepare technical written reports.
- Ability to make and interpret sketches, designs, maps, and detailed drawings.
- Ability to establish and maintain effective working relationships with associates and with the public.
- Ability in written and oral expression.
- Regional planning versatility essential. Strong time management and organizational skills such as prioritizing multiple projects simultaneously.
- Excellent written and oral communication skills.
- Ability to establish and maintain effective working relationships with elected and appointed officials, consultants, vendors, and the public.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

A master's degree in geographic information systems, regional planning or a planning related field with an undergraduate degree in a related field and three (3) years professional experience, or an undergraduate degree with at least three (5) years of practical experience in the aforementioned fields, or as deemed equivalent.

CERTIFICATES AND LICENSES

- Current valid Driver's License.
- Membership and Certifications in professional organizations preferred particularly those specific to GIS.

WORK ENVIRONMENT

Collaborative small office environment located in Litchfield, CT. This is a full-time position with a thirty-five (35) hour standard workweek.

Remote Work Policy and flexible hours with approval.

SALARY AND FRINGE

Salary Range - \$75,000 - \$90,000

NHCOG offers an excellent fringe benefit package, including medical, vision and dental, 401a, 457, group term life insurance, short-term disability and generous vacation, holiday, personal and sick time policies.

The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.