



# COMPASS

COMMUNITY PLANNING ASSOCIATION

of Southwest Idaho

## ASSISTANT PLANNER – GIS

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity and proactivity are highly valued at COMPASS. The Assistant Planner provides a key support role for COMPASS' Technical Services team. The Assistant Planner should expect to have a primary focus on the COMPASS Geographical Information System (GIS), but should also expect to contribute to other planning efforts at various times throughout the regional long range planning cycle.

The work in this position involves the performance of routine to moderately difficult professional planning tasks under the direction of a more senior planner. The Assistant Planner will be responsible for assisting in the operating, updating, and maintenance of COMPASS GIS.

### **EXAMPLES OF WORK**

- Perform the implementation and maintenance of the COMPASS GIS systems; compile, store, inventory, and analyze data.
- Create and maintain GIS data.
- Design and develop various GIS analysis maps to accommodate the GIS needs of COMPASS staff, COMPASS member agencies, and the public.
- Interpret information provided on items such as future developments, annexations, Capital Improvement projects, and Census data for GIS layer and database development.
- Ensure the integrity, quality, and accuracy of a variety of GIS information and data; field check data by driving to locations, verifying features and recording changes.
- Operate a variety of GIS input and output devices including GPS receivers, scanners, printers, and plotters.
- Capture data using GPS equipment; export data into shapefile format and import data into the existing GIS database.
- Research geographic and tabular data from various sources for integration into the COMPASS GIS database; provide updated information to external agencies as necessary.
- Gather all base data sources including improvement plans and other resources as needed.
- Prepare and print a variety of routine and special request maps.
- Stay abreast of new and emerging trends and changing technologies in the field of GIS; read pertinent industry publications; attend meetings and training as required.
- Perform other tasks as required.

## **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Demonstrate comprehension of basic GIS concepts, principles and techniques
- Have the existing ability to perform entry-level mapping and visualization tasks, editing, and data analysis.
- Proficiency in methods and techniques of assembling and compiling geographic data.
- Proficiency in methods and techniques of developing maps.
- Proficiency with Geographic Information Systems, (ArcGIS 10.X or above preferred), Windows operating systems, MS Office suite, and Adobe
- Knowledge of uses, capabilities, and operational characteristics of GIS equipment and specialized hardware and software.
- Ability compile and analyze GIS data.
- Ability to read and interpret maps and data.
- Ability to prepare accurate maps.
- Ability to create, edit and plot GIS data and graphics in specialized software programs.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to identify necessary changes and update and/or post data.
- Ability to implement, maintain, and operate GIS database systems, including related hardware and software.
- Ability to make complete, logical, and accurate mathematical calculations.
- Professional communication skills, both verbal and written,
- Ability to receive coaching, instruction, and feedback with a cooperative and positive attitude,
- Ability to respond skillfully to frequent change in both data inputs and work priorities.
- Able to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public.
- Associate's degree in Mapping, Geography or other GIS related fields or a combination of experience and education sufficient to meet the requirements for this position.

## **SPECIAL REQUIREMENTS**

- Must be available for periodic evening and weekend events and meetings.
- Must be able to successfully pass a background check process which includes reference and criminal history checks.
- Must be able to obtain a valid Idaho driver's license.

## **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to 20 pounds.
- Occasionally pushing/pulling up to 20 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision.
- Requires hand/finger dexterity.
- Employees will sit, stand and walk.
- Work environment includes inside conditions.
- Employees may drive a vehicle as part of this position, in various weather and road conditions.
- Employees may work occasional evenings and/or weekends.

### **CLASSIFICATION**

This is a full time, non-exempt position.

### **HIRING SALARY RANGE**

\$40,000 to \$43,500, plus comprehensive benefits.

Starting salary is dependent on skills, experience and education.

### **HOW TO APPLY**

Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

The position is open until filled.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*