



FARMINGTON CITY

Job Description

TITLE: Planning/GIS Specialist
DEPARTMENT: Community Development
REVISION DATE: July 17, 2019

SETUP CODE:
GRADE: 14

POSITION PURPOSE AND OBJECTIVES

Under general direction of the Community Development Director and GIS Administrator, this position is responsible for performing a variety of **journey-level technical duties** associated with the development and maintenance of the City's geographic information system (GIS); specializes in long-range planning and may assist in short-range planning as assigned.

ESSENTIAL DUTIES & FUNCTIONS

1. Ability to use a computer, printer, scanner, large format plotter, tablet, GPS, and other hardware to perform GIS functions.
2. Conducts research and prepares written reports and recommendations on issues, policies, and concepts pertaining to planning, zoning and community development; presents findings to the Planning Commission/Board of Adjustment and/or City Council.
3. Prepares proposals in draft form for amendments to the zoning ordinance, subdivision ordinance, other documents, ordinances or policy governing local planning, zoning and development.
4. Conducts feasibility studies; reviews and updates ordinances affecting planning, zoning, signing, development and related departmental areas as assigned; updates plans or prepares new plans under the direction of the Community Development Director, assists in coordination of projects with other departments or governmental agencies; may oversee issuance of sign permits.
5. Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of City policy and decisions.
6. Prepares staff input for Planning Commission and City Council meetings; presents findings and answers questions regarding agenda items.
7. Manages numerous tasks and assignments at a time with frequent interruptions.
8. Strong working knowledge of GIS software programs such as ArcGIS Desktop, ArcGIS Pro, ArcGIS online, etc. Ability to utilize recreational, mapping and survey grade GPS hardware and software to collect and update GIS data as well as Microsoft Office, Adobe and any additional software that is necessary to perform job functions.
9. Establishes and builds databases in GIS system and maintains database as additions and updates are required; prepares documentation for GIS functions; digitizes existing and new information gathered to produce data and maps; performs analysis and effectively communicates results;

10. Produces maps, charts, graphs, and other cartographic products in print and digital form; develops and maintains interactive web maps; prepares documentation for GIS standards and processes; evaluates processes and determines ways to improve and/or automate them.
11. Provides training for employees on GIS web maps and applications and GIS and GPS data collection; provides GIS support to all departments in the City as well as boards, commissions and the public as needed.
12. Work may require an exposure to stressful circumstances, including the meeting of deadlines, other stressful work conditions and contact with the public or other employees in negative situations.
13. Must work the days and hours necessary to perform responsibilities. Must be available to respond to calls as needed after regular working hours.
14. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of legal systems and procedures affecting planning and related operations of the City; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy such as economic, political, sociological, legal, etc.; research methodology, statistical analysis and evaluation of research data; land use; zoning, federal, state, and local laws.
- Must have excellent communication skills, verbally and in writing, ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials and personnel from other agencies and the public.
- Demonstrated skill in cooperative problem solving, and to maintain emotional control in confrontation and stressful situations involving the public; maintain strict confidentiality related to sensitive administrative information.
- Working knowledge of GIS software systems including ArcGIS suite of products; other computer software such as word processing, spreadsheets, and multi-media; operate, support and manage GPS hardware and theory.
- Ability to plan and organize various projects at once; ability to understand the full scope of how GIS can benefit the functions of the City.
- Proven ability to exercise initiative, substantial independent judgment and substantial ability to act resourcefully under varying conditions; edit correct and improve the databases, maps and documents.
- Maintain a valid Utah Driver's License.
- Tasks require a variety of physical activities not generally involving muscular strain; physical activity and demands frequently related to walking, standing, stooping, climbing, sitting, reaching and minor lifting; talking, hearing and seeing or other effective communication is essential to job performance.
- Must have emotional stability and discriminating thinking and creative problem solving.
- Occasional local area travel required in the normal course of performing portions of job functions.
- Requires graduation from a college with a bachelor's degree in GIS computer science and/or urban planning or a closely related field; in the event the degree is solely related to GIS, geography/urban planning training is necessary-directly related to the above functions provided through professional workshops, in-service courses, or college courses and one (1) year of responsible experience performing in a field directly related to the above duties and functions with a strong emphasis on GIS OR an equivalent of education and experience.

PROBLEM SOLVING

Resolves problems dealing with planning, zoning, GIS, etc. Uses discretion within established guidelines. Works closely with the Community Development Director, other City employees, and the public.

ACCOUNTABILITY:

Responsible for maintaining the GIS maps and software as well as assisting the Planning Department with a variety of tasks.

The City of Farmington is an equal opportunity employer without regard to race, religion, sex, pregnancy, genetic information, age, national origin, color, sexual orientation, gender identity, citizenship, disability, veteran or military status, or any other factor protected by law.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.