

City Planner/ GIS Coordinator
City of Jamestown, ND

The City of Jamestown, ND is accepting applications for the position of. City Planner/ GIS Coordinator. This position involves developing plans for the best use of land, infrastructures, and geographic resources. This position is also responsible for the operation, development, continued expansion, and maintenance of Geographic Information System (GIS). It is preferred that the candidates have a Bachelor's Degree in Urban or Regional Planning, Geography, GIS or related field and previous experience working as an Urban or Regional planner as well as GIS and/or automated mapping experience. Candidates should have extensive knowledge of the best practices of the planning process as it relates to land use and transportation. Candidates should have the ability to coordinate development and maintain a GIS database and visualize and plan for modifications and improvements to the system. Candidates must hold a valid drivers license.

The salary range for this position is \$5,388 - \$7,767 per month.

Additional information on this position may be found on the City of Jamestown website at www.jamestownnd.gov . Cover letters and resumes should be sent to Jay Sveum, Deputy Auditor/HRO, 102 3rd Avenue Southeast, Jamestown, ND 58401, and must be submitted to the office of the Deputy Auditor/HRO prior to 5:00 P.M. on November 30th, 2021 or emailed to jsveum@jamestownnd.gov . Inquires should be made to Jay Sveum, Deputy Auditor/HRO at 701-252-5900

The City of Jamestown is an Equal Opportunity Employer.

CITY PLANNER/ GIS COORDINATOR

SUPERVISION RECEIVED: Works under general supervision of the City Administrator.

SUPERVISION EXERCISED: Provides minimal supervision to accomplish specific tasks and goals.

GENERAL STATEMENT OF DUTIES: We are looking for a forward-thinking city planner to develop plans for the best use of land and geographic resources. (This position assists in planning resource-efficient urban infrastructures that will be long-lasting and sustainable.) This position is also responsible for the operation, development, continued expansion, and maintenance of the Geographic Information System (GIS).

EXAMPLES OF DUTIES:

Leading role assisting applicants in planning and zoning related items. Coordinating, compiling, and organizing presentation information for Planning and Zoning Commission meetings. Presents the information compiled and includes recommendation for each item. Items include platting, zoning, annexations, and related variance requests. Takes items to the City Council for consideration after Planning and Zoning.

This position acts as the city's staff expert in Planning and Zoning related requests for information and advisement. Impart knowledge and opinion onto requestors of such information.

Assists in developing appropriate master-planning for all the city's infrastructure improvements, both new and existing. Participates in planning of city's infrastructure expansion and reconstruction projects.

Develops and recommends rule and policy changes related to all Planning and Zoning items. Constructs ordinances, resolutions, development agreements and other agreements as needed.

Staff support to the Planning and Zoning Commission and City Council by reviewing applications, preparing reports, and finding and providing formal recommendation in written, oral and presentation formats. Acts as city liaison for committees and subcommittees regarding land use, transportation, economic development, and general community health and wellbeing. Provides input and direction to consultants working on a variety of plans and studies.

Provides management and coordination of all GIS resources and activities, which requires a thorough understanding of GIS as it relates to municipal government applications.

Assist and directs other departmental employees in the utilization of GIS system, while implementing and planning various specialized applications for the city and other departments that will increase and enhance productivity.

Plans and manages geographic attribute files, records, project files, and digital maps. Coordinates and performs all internal network database connections.

Generates custom maps upon request; sets and applies cartographic principles to meet current and future standards for mapping design.

Administers all GIS software/hardware products and license management agreements, including recommendation for acquisition of GIS software and hardware.
Develops standards and procedures for the GIS system and for various map productions, including documentation of all such standards and procedures.

Interprets and analyzes plat maps, survey information, GPS collected data, aerial photos, and digital imagery, along with recommending entry procedures for all geographic databases.

Performs other duties of a comparable level by assisting with overall function of the Engineering Department.

BASIC REQUIREMENTS:

EDUCATION:

Bachelor's Degree in Urban or Regional Planning, Geography, GIS or related field from an accredited college or university is preferred.

EXPERIENCE:

Previous experience working as an Urban or Regional Planner as well as GIS and /or automated mapping experience. Certification or ability to obtain a certification with the American Institute of Certified Planners (AICP).

Extensive knowledge of best practices of the planning process as it relates to land use and transportation.

Extensive knowledge of best zoning practices.

Extensive ability to communicate clearly and accurately in written and oral formats. Ability to follow verbal and written instructions.

Knowledge of computers and job-related software programs and mapping programs such as Geographic Information System (GIS).

Knowledge of applicable codes, standards, and laws.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to coordinate development and maintain a GIS database and visualize and plan for modifications and improvements to the system.

Ability to exercise independent judgement.

Ability to analyze and resolve problems.

Must possess a valid North Dakota Driver's License or have the ability to attain upon hire.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.