



## **CAREER OPPORTUNITY**

**Job # 201632**  
**Opens: 10/10/16**  
**Open until filled**

**TITLE: GIS Analyst/Planner**  
**CLASS: CED Planner**  
**Community and Economic Development Albany**  
**Regular Full-time (40 hrs/wk)**

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwco.org](http://www.ocwco.org).*

### **GENERAL INFORMATION**

This recruitment will be Open until filled. The first screening of applications will begin 10/17/16 and will continue until a sufficient number of qualified candidates have applied. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

### **DUTIES AND RESPONSIBILITIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Maintains data bases including water and sewer utilities, street center lines, responds to data inquiries, and performs demographic and statistical analyses; checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria.
- Production of maps illustrating base layers, such as tax lots, jurisdictional boundaries, transportation networks, zoning and significant environmental characteristics; census demographic data at the tract level; aerial imagery and shaded relief imagery; highway conditions and hazards; soils and potential wetland areas and environmental constraints and hazards.
- Applies advanced cartographic skills to the design and production of standard, custom, and

web-based maps and applies data reporting techniques to development of tabular reports and listings for a variety of projects and contracts as required.

- Coordinates with local governments and other public and private agencies to acquire and develop high quality data. This includes responsibility for resolving conflicting data source issues, refining land use data collection processes, finding missing data and new data sources through research and analysis.
- Creates, updates, and edits GIS files and geodatabases, including linear networks and boundary files, annotation, and other data layers and attributes as needed; adjusts and/or rectifies existing graphic data to conform to more accurate survey control.
- Provides technical expertise by maintaining a current knowledge of the GIS hardware and software environment, GPS tools and techniques, hand-held field technologies, databases, standard and custom software applications.
- Assists in the development of data documentation and data maintenance procedures in support of OCWCOG projects, clients, and member agencies with custom GIS training and technical skills development; fulfills agency and commercial requests for digital data files.

### **WORKING CONDITIONS**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

### **TO QUALIFY**

Your OCWCOG application form reviewed will be to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following: Graduation from a four year college or university with a Bachelor's degree in planning, public or business administration, economics, computer science, geography, GIS or field related to job duties and a minimum of two years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience is preferred in federal, state, and local grant programs, Oregon land use planning laws and issues, and community and economic development techniques. GIS certificate desirable.

### **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history, driving record check.

**SALARY and BENEFITS:** \$24.18-\$32.42/hr., plus a comprehensive benefit package that includes fully paid medical, dental, vision, life and long-term disability insurance, and retirement contributions into the Oregon Public Employees Retirement System (PERS)

(CED GIS Analyst/Planner cont.)

**REQUIREMENTS FOR APPLYING:**

Submit application, supplemental question, resume, and cover letter to Human Resources by the screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

**HOW TO APPLY:**

If you qualify, submit application materials listed in the requirements for applying.

**TO:**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

**THIS IS THE TEST**

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental question.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Attach the answer sheet (s) to your application.

**Supplemental Question: 201632**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Describe how you feel data can best be used in local government decision making.

## OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

**Title: GIS Analyst / Planner**

Position Classification: CED Planner

Department: Community and Economic Development

Reports to: Director, Community and Economic Development

### **SUMMARY OF POSITION**

The GIS Analyst/Planner would perform professional planning activities within the areas of community and economic development, grant application preparation and administration, demographic analysis and survey research, land use planning, and transportation planning. Provide a broad spectrum of GIS services and technical project support for OCWCOG programs, member jurisdictions, public and private clientele.

### **ESSENTIAL JOB DUTIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Maintains data bases including water and sewer utilities, street center lines, responds to data inquiries, and performs demographic and statistical analyses; checks and evaluates assignments for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria.
- Production of maps illustrating base layers, such as tax lots, jurisdictional boundaries, transportation networks, zoning and significant environmental characteristics; census demographic data at the tract level; aerial imagery and shaded relief imagery; highway conditions and hazards; soils and potential wetland areas and environmental constraints and hazards.
- Applies advanced cartographic skills to the design and production of standard, custom, and web-based maps and applies data reporting techniques to development of tabular reports and listings for a variety of projects and contracts as required.
- Coordinates with local governments and other public and private agencies to acquire and develop high quality data. This includes responsibility for resolving conflicting data source issues, refining land use data collection processes, finding missing data and new data sources through research and analysis.
- Creates, updates, and edits GIS files and geodatabases, including linear networks and boundary files, annotation, and other data layers and attributes as needed; adjusts and/or rectifies existing graphic data to conform to more accurate survey control.
- Provides technical expertise by maintaining a current knowledge of the GIS hardware and software environment, GPS tools and techniques, hand-held field technologies, databases, standard and custom software applications.

- Assists in the development of data documentation and data maintenance procedures in support of OCWCOG projects, clients, and member agencies with custom GIS training and technical skills development; fulfills agency and commercial requests for digital data files.

### **OTHER JOB DUTIES**

- Performs other related duties as assigned by supervisor.
- Prepares and administers federal and state grant applications.
- Performs comprehensive and current land use planning activities for local governments within agency area.
- Manages department projects as assigned by supervisor.

### **MENTAL & PHYSICAL JOB SKILLS**

**R = Rarely (< 1%)**  
**F = Frequently (34% - 66%)**

**O = Occasionally (1% - 33%)**  
**C = Continuously (67% - 100%)**

#### **Mental**

- |   |                                 |                           |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills  |                                 |                           |
| (F) Basic Math (add, subtract, multiply, divide)                                  |                                 |                           |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) |                                 |                           |
| (F) Written English Communication   |                                 |                           |
| (C) Coordination of Multiple Tasks  | (F) Initiative                  | (C) Detail/Accuracy       |
| (C) Reasoning/Judgment/Decision Making  | (F) Creativity                  | (F) Brainstorming/Concept |
| (F) Research  | (C) English Comprehension       | (C) Memory                |
| (C) Organization/Planning   | (F) Adapting to Constant Change | (F) Teamwork              |
| (C) Timeliness  | (O) Presentation/Teaching       | (O) Selling               |
| (F) Negotiation   | (F) Client/Service Skills       | (O) Persuasion            |
| (O) Mentoring   | (O) Management of Stress        |                           |

#### **Physical**

- |  |                                       |                       |                             |
|--|---------------------------------------|-----------------------|-----------------------------|
| (O) Standing                               | (F) Sitting                           | (O) Walking           | (O) Stooping                |
| (R) Kneeling                               | (R) Crawling                          | (O) Climbing          | (F) Talking                 |
| (C) Hearing                                | (O) Reaching                          | (F) Handling          | (C) Eye/hand coordination   |
| (R) Tasting/smelling                       | (C) Vision (1-10 ft)                  | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (R) Acute Color                       |                       |                             |
| (R) Pushing <b><u>10 lbs/day</u></b>       | (R) Pulling <b><u>10 lbs/day</u></b>  |                       |                             |
| (O) Lifting <b><u>20 lbs/day</u></b>       | (O) Carrying <b><u>20 lbs/day</u></b> |                       |                             |

### **WORKING ENVIRONMENT**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

**SUPERVISION RECEIVED**

Receives general supervision from the Community and Economic Development Director.

**SUPERVISORY RESPONSIBILITIES:**

None

**MINIMUM QUALIFICATIONS**

**Experience & Training**

Graduation from a four year college or university with a Bachelor's degree in planning, public or business administration, economics, computer science, geography, GIS or field related to job duties and a minimum of two years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience is preferred in federal, state, and local grant programs, Oregon land use planning laws and issues, and community and economic development techniques. GIS certificate desirable.

**Knowledge, Skills and Abilities**

Knowledge of federal, state, and local grant programs, and economic and community development principles;  
Excellent interpersonal and verbal communication skills, including the ability to prepare and effectively make presentations to various groups and the public;  
Ability to write and manage contracts and grants;  
Ability to organize and structure own work, and exercise initiative;  
Ability to meet deadlines and juggle multiple tasks and priorities;  
Ability to gather, organize and analyze data and information and draw conclusions and formulate recommendations;  
Ability to utilize statistics, perform queries, organize, analyze and present data;  
Ability to utilize a personal computer for word processing, spreadsheet preparation, database development and management and electronic communication. Proficient in the use of Microsoft Office including Word, Access, Excel, and PowerPoint;  
Ability to design and facilitate group visioning, goal setting, planning and decision-making processes;  
Ability to develop and manage budgets involving multiple funding sources;  
Ability to interpret and analyze multiple information sources to extract and map critical data;  
Ability to develop project scope of work, associated technical work methodologies, budgets, deliverable milestones and timelines;  
Demonstrated ability to produce quality maps utilizing ESRI's ArcGIS desktop software, its extensions, and other GIS tools for graphic presentations, mapping, and data analysis;  
Ability to create and maintain online maps and associated data;  
Experience and knowledge of GPS data collection, geodatabase design, geoprocessing, metadata standards, and other advanced GIS skills;  
Adaptable to train and acquire expertise in Transit Boardings Estimation and Simulation Tool (TBEST) or other GIS-based software tools;  
Visual Basic, SQL, or other programming skills desirable.

**Licenses, Certificates, & Other Requirements**

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Rev 09/16