

Position Opening: Program Planner/GIS Manager

The Opportunity

Employees in this position execute professional planning assignments with limited supervision and conduct land use, transportation, and other planning studies or data analyses. Prepares and delivers concise written and oral reports; reviews land use regulations, transportation policies and makes recommendations; conducts or leads field surveys and investigations; provides technical support or serves as a technical expert to task forces and/or advisory committees. Responsibilities also include answering inquiries and assisting local governments and the public in matters relating to land use, transportation, economic base, population, housing, and/or neighborhood revitalization; and may represent the agency at the local, regional, and State level on special projects or assignments as well as serve as a project leader for complex land use, transportation, and other planning related studies and data analysis projects. Must have experience with GIS mapping (ESRI) and data analytics, and the ability to mine, analyze, and draw directional conclusions from statistical data.

Position-Specific Qualifications

- 7 years of related professional experience with proficiency using ArcGIS and other ESRI-based analytical tools; or
- Bachelor's degree with major course work in urban planning, government, design, economics, social science, geography, statistics or a related field and 3 years of professional experience with proficiency using ArcGIS and other ESRI-based analytical tools; or
- Master's degree with major course work in urban planning, government, law engineering, design, economics, social science, geography, statistics or a related field and 1-year of professional experience with proficiency using ArcGIS and other ESRI-based analytical tools; or
- An equivalent combination of education, training and/or experience.

Highly Desirable

- American Institute of Certified Planners (AICP) or AICP Candidate
- Master's degree with major course work in urban planning, government, design, economics, social science, geography, statistics, or a related field plus 1 year of professional experience in work as described.
- Illustrative Tasks (These are examples and are not all-inclusive.)
- Requires limited to moderate use and application of standard urban planning principles, theories, and concepts and a basic understanding of agency policies and procedures.
- Provides solutions to routine problems of moderate scope and complexity.
- Manages complex projects/programs, performs site inspections and field research, reviews plans and specifications, performs quality control, and coordinates with various departments and agencies.
- Exercises judgment within standard, defined procedures and practices to determine appropriate action.
- May attend various committee meetings for information and assistance in communicating agency input on local and regional issues.

Knowledge, Skills, and Abilities

- Knowledge of urban spatial structure or physical design and how communities work.
- Understanding of the legal foundation for land use regulation.
- Understanding of the interaction among the economy, transportation, health and human services, and land-use regulation.
- Ability to analyze demographic information to discern trends in population, employment, health, etc.
- Ability to mine, analyze, and draw directional conclusions from statistical data.
- Ability to work independently.
- Ability to function as a member of an assigned team all working on the same program or project.
- Ability to organize and carry out studies or projects.
- Ability to effectively communicate in both written and oral formats.
- Ability to exhibit strong interpersonal and communications skills.
- Ability to serve as an effective team player and leader of a small, agency, or inter-agency teams.
- Below is a preview of the supplemental questions you will have to answer during the application process.

Supplemental Questions

1. Of the following, which statement matches your education and work experience?
 - a) I possess at least 7 years of related professional experience with proficiency using ArcGIS and other ESRI-based analytical tools.
 - b) I possess a Bachelor's degree with major course work in urban planning, government, design, economics, social science, geography, statistics, or a related field and at least 3years of professional experience with proficiency using ArcGIS and other ESRI-based analytical tools.
 - c) I possess a Master's degree with major course work in urban planning, government, design, economics, social science, geography, statistics, or a related field and 1-year of professional experience with proficiency using ArcGIS and other ESRI-based analytical tools.
 - d) None of the above.

For the following five questions, provide months or years of work experience and describe/explain your specific experience in this area. Include specific examples of your work, which are similar to that described by the statements. Please indicate when (dates) and where (employer) you obtained the experience. If you do not have this type of experience, type N\A.

2. How many months or years of work experience do you possess conducting research and preparing studies and/or reports on land use redevelopment potential, transportation performance measures, or other topics related to land use and transportation planning?
3. How many months or years of experience do you possess in the development and execution of projects that involved the analysis of land use and transportation planning metrics? This may involve the use of geographic information systems and related products (specify how much time for each). It may also include performing data processing, using statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.

4. How many months or years of work experience do you possess involving the administration and maintenance of a land-use plan or similar land use policy document?
5. How many months or years of experience do you possess working with U.S. Census Bureau and other demographic and econometric data sets? This may also involve preparing and delivering presentations to various public and private organizations and disseminating information from these data sets to the public or other groups.
6. Do you have experience with any of the following:
 - Application (i.e. “app”) Development
 - Maintenance/troubleshooting information technology hardware/software
 - Cyber Security
7. How many months or years of experience do you possess working as a part of a team and coordinating and collaborating efforts to accomplish assignments, develop plans, complete reports, etc.?
8. Why are you interested in this opportunity with Catawba Regional Council of Governments?

Compensation and benefits:

Catawba Regional COG offers an excellent work environment and competitive employee benefits package that includes participation in the South Carolina retirement and health benefit system, matching 401(K) program, and flexible work schedule. Compensation is competitive with the region. The target starting hiring salary range is \$65,000-\$75,000 depending upon qualifications and experience.

About the employer:

Catawba Regional Council of Governments was formed in 1971 to foster regional collaboration and cooperation and to provide planning, grant writing and administration, transportation, and community and economic development assistance to 26 local governments in upper South Carolina. The organization is mission driven, balancing high community impacts with fiscal responsibility. Historic return on member-government investment is \$50:\$1. The Community Economic Development team is currently managing ~\$25 million in direct project grant funding. The Council’s offices are located in the heart of downtown Rock Hill, SC a 2019 All-America City with direct access to I-77 and the rest of the greater Charlotte bi-state area. Candidates may learn more at www.catawbacog.org.

To apply:

The position is open until filled. Please submit resumes with a cover letter. Candidate materials may be submitted online (PDF only) to AChitwood@catawbacog.org or via U.S. mail to:

Catawba Regional Council of Governments
P.O. Box 450
Rock Hill, SC 29731
Attn: Amy Chitwood

Catawba Regional Council of Governments is an Equal Opportunity Employer.