



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Geographic Information Systems (GIS) Planner

SALARY RANGE: \$40,000-\$60,000

JOB DESCRIPTION

This position will develop an in-house Geographic Information Systems (GIS) program for NCNMEDD. Additionally, the position will assist NCNMEDD staff and local public agencies in the region with geospatial information, primarily utilizing Esri GIS software, in support of technical planning and assistance, regional planning, grant applications, implementation of Regional Transportation Work Programs, as well as state and federal programs at the local level. This position is located in the Santa Fe office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Development of in-house GIS program	30%
Assistance to local public agencies with GIS and geospatial information	50%
Special initiatives and other duties as assigned	20%

This is a temporary, one-year position which requires a highly motivated and responsible individual with good time management skills who can work independently on special projects, under the supervision of the Transportation Planner. The position will require some traveling.

EXAMPLES OF WORK PERFORMED

- Obtain, import and project geospatial data for from public sources
- Import and create additional geospatial layers as needed
- Develop, analyze, and map Tribal, local, and regional data
- Set standards for and execute overall data maintenance and management
- Fulfill internal and external data requests in a timely fashion;
- Monitor, analyze, and report on various data and trends
- Support project development and monitoring
- Assist long-range planning and implementation
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies;
- Contribute to team effort by accomplishing related results as needed; and
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Level I: Professional experience with GIS, preferably three to five years, in a planning or community development context. Preference for an Associate’s degree or coursework in planning, geography or related field.
- Level II: Professional experience with GIS, preferably five to seven years, in a planning or community development context. Bachelor’s degree or coursework in planning, geography or related field.
- Advanced skills in GIS and Esri software for data analysis and visualization

- Skilled in other software for computer graphics, such as use of infographics, maps, charts, etc.
- Confident with MS Office Suite programs
- Knowledgeable of GIS data resources, data sharing practices and data management standards
- Basic office and computer skills, particularly MS Office suite programs
- Ability to accurately interpret, analyze, summarize and compile data
- Knowledge of program planning concepts, principles, and practices
- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintain effective working relationships with NCNMEDD staff, contractors, member governments and Board members
- Ability to communicate well with the general public

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

This position reports to the Economic and Strategic Development Director and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, tribal, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of public health, safety, and welfare. As an employee and representative of the North Central New Mexico Economic Development District and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary will vary based on education and experience. Position will remain open until filled. NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement. Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.

Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.

Email Paul Sittig, Transportation Planner at pauls@ncnmedd.com with any questions.