

GIS Project Specialist

The Region VII Planning and Development Council is one of eleven (11) planning and development councils in the state of West Virginia that was established by legislation in 1972. Region VII PDC is part of a statewide network of cooperating organizations that provide a strategic array of services to support community and economic development, planning and inter-governmental cooperation. Region VII PDC serves a total of 31 jurisdictions which include the seven counties of Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur and the 24 municipalities therein.

The Region VII Planning and Development Council is seeking a qualified candidate to manage its GIS mapping system. Under the direct supervision of the Executive Director, this position will be responsible for the maintenance, enhancement and deployment of its GIS mapping and management system that is used for community and economic development activities within Region VII Planning and Development Council's jurisdiction. In addition to GIS services, the candidate will also perform duties pertaining to project management and development services for the agency. The successful candidate will be self-motivated, have the ability to solve problems, work unsupervised and have a strong desire and passion to provide a better quality of life for the residents of the region.

The successful candidate will be required to perform the following duties:

- Develop and initiate GIS projects and market the services on behalf of the agency.
- Prepare detailed application support documents as well as other documentation to be used for planning and other projects;
- Ability to develop and support applications for the current version of ArcGIS Desktop, and any other applicable applications;
- GPS data collection and correction, utility mapping and map production.
- Assist with the management and administration of community and economic development projects;
- Acquire and maintain applicable professional certifications;
- Perform related duties as assigned.

Qualifications should include:

- Knowledge of GIS methodologies, software and associated hardware is required.
- Knowledge of Global Positioning System methodology, software and hardware is required. Specifically, knowledge of Trimble GPS equipment is desired.
- Ability to manage federal and state programs utilized for community and economic development projects.
- Ability to communicate verbally and in writing with all levels of employees and management.
- Proficiency in GIS database management.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in Geography, Rural and/or Urban Planning, Public Administration or a closely related field with an emphasis in GIS.

Experience Requirements:

- Two years of extensive experience related to Geographic Information Systems and Global Positioning System.
- Additional related work experience or educational experience (i.e. internships and other placement programs) might be substituted for a portion of the required education at the discretion of the hiring team and evaluated on a case-by-case basis.

Salary and Benefits: Salary will be based upon qualifications and experience of the candidate.

Please submit an application with a cover letter and resume to:

Region VII Planning and Development Council
99 Edmiston Way, Suite 225
Buckhannon, WV 26201
ATTN: Executive Director
swhitehair@regionvii.com

The application form is accessible on our website at www.regionvii.com/resources.

The Region VII Planning and Development Council is an Equal Opportunity Employer and does not discriminate against race, sex, color, national origin, creed, gender, age or handicap individuals.