



The Chatham County - Savannah Metropolitan Planning Commission is seeking qualified applicants for the position listed below.

**GIS Programmer/Analyst:** A Bachelor's Degree in Geography, GIS, Planning or a related field with at least one year of professional GIS experience is required. The GIS Programmer/Analyst will work under the SAGIS Director to provide geospatial analysis, application design, implementation, and database management required for SAGIS and partner operations. The position will be responsible for publishing map services, GIS application development, spatial based mapping and analysis, creating and updating geodatabases, web site design, and other GIS tools and applications. Experience with ArcGIS, advanced knowledge of geographic concepts, and strong organizational skills are required. Experience with custom GIS applications, ArcGIS Server, scripting and automation, and enterprise geodatabase management is preferred. Technical writing, excellent public speaking skills, and the ability to collaborate across agencies are essential. Full job description is attached.

Send resume and cover letter to: Lara Hall, SAGIS Director, Chatham County-Savannah Metropolitan Planning Commission, P. O. Box 8246, Savannah, GA 31412-8246; email: [hall@thempc.org](mailto:hall@thempc.org) with the following subject line: GIS Programmer/Analyst. Position open until filled; first review of applications on November 16, 2020. Salary will be commensurate with experience and qualifications.

**MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H**

## Chatham County- Savannah Metropolitan Planning Commission

### Position Description

**Position Title:** GIS Programmer/Analyst

**Department:** SAGIS

**Reports to:** SAGIS Director

**FLSA:** Exempt

**Date Updated:** 10/20/2020

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#### **General Position Description:**

The GIS Programmer/Analyst will be a part of a team responsible for providing geospatial analysis and customizations to Savannah Area GIS (SAGIS) customers, partners and the general public. Responsibilities include GIS programming using current programming languages, creating and maintaining custom GIS applications, tools and analysis, updating datasets, creation of datasets, maintaining GIS services and other related activities.

#### **Specific Duties:**

- 1) Develop/maintain custom applications for SAGIS customers
- 2) Develop/maintain custom scripts to aid in SAGIS activities
- 3) Maintain notes for programming processes and methodologies
- 4) Employ proper data coding techniques and keep current on latest technologies / software
- 5) Assist other staff with GIS programming requirements and application development
- 6) Participate in data production, editing and automation of data layers maintained by SAGIS
- 7) Compile/maintain metadata for data layers maintained by SAGIS
- 8) Participate in meetings and events for GIS users
- 9) Assist the MPC, County and City staff with their GIS needs

#### **Minimum Employment Standards:**

- 1) Bachelor's Degree in Geography, GIS, Planning or related field
- 2) Minimum of one years of experience in GIS
- 3) Experience with geodatabase creation and maintenance
- 4) Experience with building GIS applications using Esri technology
- 5) General understanding of GIS principles and terminology

#### **Required Knowledge, Skills, and Abilities:**

- 1) Knowledge of desktop and online geographic information system programs and operations
- 2) Knowledge of application development principles and best practices
- 3) Knowledge of database management and other computer principles as they relate to GIS
- 4) Knowledge of personal computer operation, terminology, hardware, software and operating systems
- 5) Ability to assist with the operation and improvement of GIS applications
- 6) Ability to prepare effective written and oral reports and presentations of work
- 7) Ability to analyze and interpret mapping systems and technical data
- 8) Familiarity with local and wide area computer networks, internet, and remote access computer systems
- 9) Ability to organize and complete multiple concurrent projects in a timely manner
- 10) Ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as software manuals, computer manuals, policy manuals, professional journals, and related policies and procedures
- 11) Ability to establish and maintain effective working relationships with MPC, City and County employees, members of private industry, and the general public
- 12) Knowledge of public administration principles and practices

**Accountability:**

1. Maintains realistic schedule and meets deadlines
2. Able to explain and discuss GIS systems
3. Reports to SAGIS Director on all assigned projects
4. Maintains effective working relationships

**Disclaimer:** The Chatham County-Savannah Metropolitan Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the MPC may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this position description by the employee assigned to the position and the supervisor.