

## JOB VACANCY NOTICE

There is a job vacancy with the **Bay County Environmental Affairs and Community Development Department.**

**Job Title:** Transportation Planner/Geographic Information System Technician

**Rate of Pay:** \$1,648.80/biweekly entry, progressing to \$1,894.40/biweekly after 3 years (PB06)

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

**General Summary:** Provides technical assistance to maintain the certified transportation planning process for the Bay City Metropolitan Planning Organization and GIS database management, map preparation, and online mapping application maintenance and development. Assists in the preparation of technical studies and reports to include, but are not limited to: Fiscal Year Annual Report, Asset Management annual road condition surveys, analysis and tabulation of traffic count data, The Transportation Improvement Program, the Transportation Long Range Plan, as well as, other transportation planning functions as assigned. Participate in the planning of road and non-motorized transportation projects. Manages the GIS Database for all Bay County GIS needs including 9-1-1 Dispatch, online mapping applications and various county departments' daily GIS needs using ESRI software.

**Typical Duties:**

1. Receives formal transportation planning assignments from the Transportation Planning Manager, together with parameters, special considerations, time frame and objectives.
2. Systematically summarizes findings to first draft report sections, analyzing findings, gathering added data, and converting to final sections.
3. Shares and coordinates project responsibilities with other staff members in areas such as maintaining Long Range Plan, annual report, and assuring county obligations/responsibilities are met in accordance with funding responsibility.
4. Coordinates work processes to automated data processing systems and keep current on grant requirements, program guidelines and methods. Administers existing grants documentation and reporting as assigned by Transportation Planning Manager.
5. Responsible for the update, maintenance and enhancement of the Bay County GIS data layers including 9-1-1 GIS database, addresses, road, zoning and provide assistance on tax ownership parcel layer, including the addition of dimension information, survey notes, the creation of a subdivision plat-line layer, and addition of other map annotation information. Spatial realignment or correction of existing tax parcel layer to the more accurate remonumentation corners once GPS coordinates are established.
6. Creation of individual projects as they are requested by other departments.
7. Integrates existing databases and other data into GIS usable formats.
8. Provides training and other support services to county and other member unit staff on GIS operating techniques.
9. Develop and maintain online mapping applications with ArcGIS Online and/or standalone application.
10. Punctual and consistent attendance.
11. All other duties as assigned.

The above statements are intended to describe the general nature of the work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified within this department.

**CHARACTERISTICS OF THE CLASS:** Responsible for assisting in the management of portions of the transportation planning program within the department. Carries out other assignments as directed requiring more independent judgment, research, report writing, decision making, relating to the transportation planning function of the Bay City Metropolitan Planning Organization. Heavy reliance on Geographic Information System software and associated data bases for better long term decision making. Participates in the creation and maintenance of the Bay County GIS, provides training to county staff and external users in use of a GIS, cooperating with county departments and other local partners for understanding and supporting their applications and staying current with technology advances.

**DESIRED QUALIFICATIONS:** Degree in geography, environmental science, planning, or similar subject area plus at least one year of GIS experience or municipal, urban, or regional planning experience. Strong knowledge of ArcGIS Software including ArcGIS Online. Strong Microsoft Excel skills is a necessity. Must have a valid Michigan operator's license with no restrictions.

**KNOWLEDGE, ABILITIES AND SKILLS:** Excellent written and oral communication skills: ability to effectively interact with citizens, developers, appointed and elected officials and staff members. Knowledge of principles, methods and practices applicable to land use, urban, or transportation planning. Ability to conduct research in complex and varied subjects; ability to present and interpret technical data in professional reports and papers and convey to the general public in a meaningful way. Skilled in research, mathematics, drafting, oral and written presentations. Skilled in programmatic practices and GIS design and production techniques. This position involves sitting, being mobile, bending and/or standing for significant periods of time. Ability to assess and prioritize multiple tasks, projects, and demands. Additional requirements include the ability to move objects according to the following weight & frequency with or without reasonable accommodation: Generally, 20 pounds of force up to 1/3 of the time.

**Application Procedure:** Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or via US mail/in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708. **APPLICATION DEADLINE: 4:00 p.m. Tuesday, January 30, 2018.**

### AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."