

JOB ANNOUNCEMENT

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Planning for a region of near 800,000 people, part of the Chicago Metropolitan Area

POSITION TITLE: Geographic Information Systems Technician or Specialist / Web Coordinator

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in Geography, Planning, Geographic Information Systems (GIS), or a related field with emphasis in GIS. Work experience desirable.
- Practical knowledge, proficiency, and experience using the ESRI suite of software including ArcMap and related extensions and tools, ArcEditor, and ArcServer, as well as web design software, such as Adobe Dreamweaver or Microsoft Frontpage
- Experience with web-based GIS applications and database design
- Website maintenance and development skills
- A working knowledge of travel demand forecast modeling is desired
- Ability to apply math skills and manipulate data
- Written and verbal communications skills
- Problem solving and time management skills
- Ability to work well as a team member
- Ability to organize and prioritize multiple tasks

GENERAL DESCRIPTION OF ANTICIPATED DUTIES

- Performs GIS-related work to support regional planning projects such as land use, transportation, and environmental planning for the Northwest Indiana region
- Coordinate the gathering, conversion, editing, and analysis of GIS data
- Development and maintenance of GIS data and metadata
- Maintain knowledge of the GIS field and technical training in new software
- Perform some basic transportation forecast modeling functions
- Develop and maintain agency website
- Develop web-based GIS applications
- Perform other duties as required

ANTICIPATED POSITION CLASSIFICATION: Professional B,
Fair Labor Standards Act Exempt, Full Time

SALARY / WAGE PARAMETERS: \$33,611 - \$36,132

RESERVED RIGHT OF EMPLOYER:

The employer reserves the right not to fill this position

APPLY WITH LETTER AND RESUME TO:

Steve Strains, Deputy Director/Director of Planning
Northwestern Indiana Regional Planning Commission
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Portage, Indiana 46368-6409
sstrains@nirpc.org 219-763-6060, ext. 130

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