

JOB ANNOUNCEMENT

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Planning for a region of 760,000 people, part of the Chicago Metropolitan Area

POSITION TITLE: Geographic Information Systems Technician / Web Coordinator

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in geography, planning, Geographic Information Systems (GIS) or related field with emphasis on GIS; and skills in Web design. Job experience desirable.
- Experience in GIS applications, data base design and analysis
- Practical knowledge, proficiency and experience using ESRI suite of software including ARC GIS-ARC View, ARC Map, ARC Editor and related extensions and tools, as well as web based applications, such as FrontPage
- Web-development skills and experience
- Proficiency in basic math skills and English grammar
- 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

- Coordinates GIS applications and projects
- Performs GIS applications to support planning projects such as land use planning, transportation planning, infrastructure planning and environmental planning for the Northwest Indiana region
- Conducting data gathering, conversion and analysis of GIS data
- Development and maintenance of database
- Preparing data documentation or metadata for GIS projects
- Maintaining technical proficiency in the GIS field and the use of GIS software
- Development and support of agency website and other internet applications
- Develop web spatial data applications
- Perform other duties as required

ANTICIPATED POSITION CLASSIFICATION: Professional B

SALARY / WAGE PARAMETERS: \$32,952 - \$35,423

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
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