



JOB DESCRIPTION

Title	GIS/Project Planner	Created	Sept. 2012
Department	Public Works	Revised	
Job Class	A 20 4	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

This position performs a full range of professional and technical planning and Geographic Information Systems (GIS) work. Position is responsible for grant development and administration of assigned projects in addition to performing routine to complex transportation and planning activities, GIS planning and analysis activities, and project management.

Performs a wide variety of professional and technical planning and GIS work. Implements specialized planning or development of projects related to parks, trails, transportation, natural resources, economic and business development and similar programs. Identifies, applies for, and administers grants, and provides project management analysis and administration.

Provides staff assistance to appointed and elected citizen groups, management staff, other departments, partner agencies and organizations, and the public. Performs a variety of studies and prepares and presents staff reports and related work as required.

Essential Functions

- Implements specialized planning project development on projects such as parks, trails, transportation, natural resources, economic and business development; develops, implements, administers, monitors and evaluates assigned programs and projects; coordinates and collaborates with public and private partners; solicits for, develops scope and manages contracts for a variety of professional services.
- Coordinates and performs activities needed to identify, pursue and administer assigned program development and implementation and capital improvement grants, including researching grant funding opportunities, evaluating funding opportunities relative to grant programs, preparing grant proposals, assisting in preparing budgets, interpreting funding agency regulations and requirements and coordinating with local, regional and state partners.
- Analyzes reviews and ensures compliances of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Develops and maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Provides support to appointed and elected citizen groups, management staff, other departments, and the public in areas of expertise; develops reports and other



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informational material; conducts research and prepares briefing papers.

- Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares GIS maps, analyses, and reports; prepares spreadsheets and establishes and maintains a comprehensive database.
 - Prepares staff reports for the Clatsop County Board of Commissioners, various committees, and advisory boards as directed; prepares research, reports, and maps and conducts briefings related to assigned program or areas of expertise.
 - Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
 - Works collaboratively with a wide variety of public and private partners.
 - Conducts research, evaluates alternatives, and makes sound recommendations on a wide variety of administrative, planning and development topics including grant funding, budget and operational alternatives.
 - Interprets, applies and ensures compliance with federal, state and local policies, procedures, laws and regulations.
 - Performs basic and advanced analysis of site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
 - Reads and understands technical drawings and specifications.
 - Performs mathematical and planning computations with precision.
 - Responds to inquiries, complaints and requests for service in a fair, tactful and timely manner.
 - Prepares clear and concise reports, correspondences and other written materials.
 - Prepares project budgets that summarize total expected costs, and develops methods to track budget expenditures. Creates documentation procedures to capture and deal with changes in original project plan.
 - Makes effective public presentations.
 - Establishes and maintains a variety of filing, record-keeping and tracking systems.
 - Makes sound, independent decisions within established policy and procedural guidelines.
 - Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities, and meets critical time deadlines.
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- Comprehends and uses English effectively, including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
 - Uses tact, initiative, prudence and independent sound judgment within general policy, procedural and legal guidelines.
 - Establishes, maintains and fosters positive and harmonious working relationships with those contacted in the course of work.
 - May provide technical direction and training to other planning and technical staff.
 - Follows all safety rules and regulations established for work areas.

Mandatory Qualifications

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and 4 years of responsible public agency planning experience, including experience in GIS, grants administration and management. Experience in modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management, such as Microsoft Office, and advanced GIS concepts and applications. Knowledge of applicable Federal, State and local laws, codes and regulations, as well as community development program rules and requirements. Experience in Grant application and management. Possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Experience with project and/or program management, analytical processes, and report preparation for parks/trails, transportation, natural resources, economic and business development and other related or similar governmental programs. Experience with program management; contract administration principles and techniques and capital improvement planning and funding. Experience researching planning and development issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports. Experience in County or regional planning, development and zoning administration. Knowledge of recent developments, current literatures and sources of information regarding grants administration and management, as well as assigned program or areas of expertise. Experience in effective technical report preparation and presentation.

Physical Demands

Physical demands on the position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.



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Working Conditions

Typical working office conditions with occasional outdoor site inspections.

Supervisory Responsibility

Receives general supervision from assigned supervisory or management personnel. Supervision is not a function of this classification.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.