



## **Job Opportunity**

**Town of Abingdon, Virginia**

### **Immediate Need**

**Posting Date: 11/19/2021**

**Position: Planner / GIS Specialist**

**Closing Date: 12/19/2021**

**Department: Community Development**

**Salary: \$47,000 - \$62,000 DOQ**

**Job Type: Full-Time (40 hours/week)**

#### **Position Description:**

The Planner / GIS Specialist works directly under the general supervision of the Director of Community Development. The Planner / GIS Specialist will perform technical and professional planning and zoning duties in connection with the Town Code, as well as official conditions imposed by the Town Council, Planning Commission, and Board of Zoning Appeals. The Specialist is also responsible for operating, developing, the continued expansion, and maintenance of the Geographic Information System (GIS). The Specialist must obtain knowledge of the Town Code, land use regulations, and basic engineering principles. The work is performed with latitude for limited technical determination and independent planning of work details.

#### **Skills and Requirements:**

- Bachelor's degree in planning, geography, public administration, or related field
- Interprets and stays updated on modern principles and practices of urban planning by obtaining training.
- Interprets and stays updated on basic engineering and construction practices by obtaining training.
- Attend meetings with developers, contractors, and the general public.
- Read and interpret plans and specifications.
- Prepare concise oral and written reports for educational events, various boards, and councils.
- Conduct site visits to investigate issues or to collect data in the field with the ability to walk long distances, climb, bend, and work under adverse temperatures and weather conditions.
- Investigate, research, respond to discrepancies and inquiries or concerns.
- Able to understand and research both land and planning and zoning records (plat maps, parcel maps, site plans, zoning categories, etc.) for research and accuracy.
- Fully responsible for the ArcGIS system to include software, hardware, mobile applications, database, and technical maintenance.
- Utilizes ArcGIS to enter, manage, edit, and retrieve geographical mapping data used by community development, public works, engineering, and the tourism and parks department.
- Utilizes the GIS system to read and interpret plans and specifications for community development, engineering, and public works.
- Researches and retrieves land records, planning, and zoning records (plat & parcel maps, site plans, zoning categories, etc.) for various Town Departments.

- Manages, updates, and edits the Town's Survey software/system to create Town Surveys and Applications related to community development, engineering, public works, tourism, and the park department.
- Performs activities related to data-sharing, updating with other public entities, local governments, the development community, and the public.
- Perform site visits for investigative or data collection related to GIS.
- Develop training classes, user manuals, and videos on the use of GIS for Town staff.
- Performs similar and related duties as requested.

**Application Deadline:**

Please access and submit your application via the Town of Abingdon's website at [www.abingdon-va.gov](http://www.abingdon-va.gov) no later than December 19, 2021, at 5:00 p.m.

The Town of Abingdon offers a comprehensive benefits package that includes medical insurance, dental insurance, paid annual leave, paid holidays, and Virginia State Retirement to Full-Time employees.

The Town of Abingdon is an equal opportunity employer.