

POSITION DESCRIPTION GIS SPECIALIST

The Capital Area Regional Planning Commission (CARPC) serves as the regional planning and area wide water quality management planning entity for the Dane County region, consistent with §66.0309, Wis. Stats. and state Administrative Code NR 121. The Commission is charged with the duty of preparing and adopting a master plan for the physical development of the region, and maintaining a continuing area wide water quality management planning process in order to manage, protect, and enhance the water resources of the region, including consideration of the relationship of water quality to land and water resources and uses.

Position Summary

The Capital Area Regional Planning Commission (CARPC) is the lead agency for the Capital Region Sustainable Communities Consortium (CRSCC). The CRSCC received a three-year Sustainable Communities Regional Planning Grant (SCRPG) from the U.S. Department of Housing and Urban Development (HUD) to refine and execute a “regional plan for sustainable development.” The CARPC will execute components of this regional plan by coordinating intergovernmental efforts to prepare detailed plans for long-term sustainable development, also called Future Urban Development Area (FUDA) planning, in areas throughout the region. The CARPC will also work with local communities to prepare transit-oriented development concept plans.

Nature of Work

This GIS Specialist position is a project-term position, funded for up to three years through the SCRPG, to assist FUDA planning, and other GIS tasks as needed. This is an advanced position, under the general supervision of the Division Director, that involves technical work in cartography, geographic information systems (GIS) and graphic simulations and renderings, including three-dimensional. The GIS Specialist will: prepare graphic simulations (including 3D) of alternative development scenarios using GIS-based simulation software (such as ArcGIS 3D Analyst); design, develop, migrate, harmonize and maintain complex GIS databases; analyze and interpret digital data sets, maps, aerial photography and other source documents; perform GIS data conversion, transformation and spatial analysis; code, test, modify and document computer programs for GIS; develop customized GIS tools for use with existing software; document methodology and metadata; and prepare maps and map series using professional cartographic techniques..

Knowledge and Abilities

The GIS Specialist requires:

- Knowledge of geographic based information and planning activities; complex problem solving skills.
- Familiarity with computer programming languages and concepts in use today.
- Knowledge of Internet components and procedures, and client/server concepts and techniques.
- Familiarity with graphic production and printing processes; ability to communicate effectively orally and in writing with representatives of other governmental agencies.
- Ability to work effectively with others.

The successful candidate will demonstrate proven success with:

- GIS principles, concepts, and techniques including coordinate systems, transformations and projections.
- Digital data input methods including digitizing, scanning, coordinate geometry and georeferencing.
- Topological data models and relational databases.
- Use of ESRI's GIS software and the ability to produce quality cartographic products and other presentation materials.

The candidate must either know how to use or be capable of learning GIS-based graphic simulation software tools.

Must be able and willing to provide a high level of customer service to other local units of government, the public, and others. Must be able and willing to conform to the professional and ethical standards of the Commission, and those of any professional societies through which the employee is licensed or accredited.

Special Requirements

Must have experience using the agency's GIS software including ESRI's ArcGIS 9.x (Arc/Info and ArcView) including the geodatabase and SDE formats and ArcView 3.x software with the Spatial Analyst extensions in a Windows based environment. Must be able to design, develop and use the coverage, grid, and shape geographic data sets. Experience with GIS-based graphic simulation software such as ArcGIS 3D Analyst is highly desirable. Experience using MS Office including Access or other database application. Experience with ArcIMS, VBA, Python and Java Script helpful, but not required.

Minimum Education and Experience

A bachelor's degree in geography, GIS, planning, cartography or related field and a minimum of two years working experience using ESRI's Arc/Info, ArcView and ArcMap software in a client/server environment.

Salary Range

Range 10

FLSA Exempt

How to Apply

Please email resume in PDF or Microsoft Word, including three references to ChrisG@CapitalAreaRPC.org or mail resume and work samples to:

Chris Gjestson
Capital Area Regional Planning Commission
210 Martin Luther King Jr. Blvd., Room 362
Madison, WI 53703

Submitted material will not be returned