



## **Kennebec Valley Council of Governments**

### **Community Planner / GIS Specialist**

Location: Fairfield, ME, with frequent time spent out of office and work from home flexibility available.

Classification: Full time, permanent

Kennebec Valley Council of Governments (KVCOG) is a community nonprofit organization that provides planning and economic development assistance to the towns in Kennebec, Somerset, and part of Waldo County. KVCOG is accepting applications for a Community Planner / GIS Specialist to join our team.

#### **NATURE AND SCOPE OF WORK:**

The position of Community Planner is responsible for working with KVCOG's other planners, delivering technical and administrative assistance to municipal and regional entities on a broad array of land use, development, environmental and infrastructure topics. The Community Planner will be required to provide the administration and oversight of projects/programs including contracts, budgeting, monitoring, reviewing, and reporting as assigned by the Executive Director.

The other primary role of this position will be supporting the organization with GIS mapping, data management and visualization. KVCOG utilizes ESRI ArcMap, Pro, and ArcOnline products to produce maps for zoning, long-range planning, transportation analysis, and other GIS projects as needed.

The work is performed under the general supervision of the Executive Director. Work product is evaluated through observations, regularly held discussions with other staff, reports, and results obtained.

#### **JOB REQUIREMENTS AND RESPONSIBILITIES:**

- Provide technical planning and related assistance to municipal officials, by phone, in writing, and in person. Participate in providing education and training to local officials through workshops, individual assistance, newsletter articles, and other venues.
- Willingness to become familiar with new legislation and stay up to date with training opportunities.
- Work with local committees in drafting, review, and revision of local plans, ordinances regulations, and related materials. Assist in the implementation, interpretation and administration of plans and ordinances.
- Assist or provide advice in the review of development proposals under local ordinances.

- Correctly and efficiently utilizes and analyzes demographic, economic, environmental, tabular, and mapped sources of information for presentation in reports and to audiences in support of planning initiatives.
- Attends meetings of local, regional, and state groups and committees, planning seminars, and conferences. This includes evening meetings.
- GIS mapping & analysis:
  - Create clear and effective maps by request, for municipalities or specific planning projects
  - Create, maintain or edit GIS data and features
  - Manage data organization and maintenance
  - ArcGIS Online mapping and StoryMap design
- Communicates, collaborates, and coordinates plans, tasks, and projects with other planners and KVCOG staff, local and regional groups, and governmental agencies.
- Prepares reports, plans, ordinances, and other planning-related documents utilizing word processing, presentation, database, and spreadsheet software, integrating GIS maps and graphics as necessary.
- Performs related work as required and any other assigned duties as needed.

## **QUALIFICATIONS:**

- A minimum of a four-year college degree, preferably (not required) with specialization in planning or a related field or significant progressively responsible planning job experience. Considerable experience in planning and development is desirable but will train the right candidate.
- Proficiency with GIS is necessary.
- Experience of working with municipalities and state agencies is strongly preferred.
- Working knowledge of the principles, and practices, and applications of community and regional planning, municipal land use planning, design, development, and related field.
- Working knowledge of the principles, and practices, and applications of transportation planning.
- Knowledge and experience in administration and oversight of project contracts (work-planning, invoicing, reporting, budgeting, and liaising with the contracted partner.)
- Working knowledge of research techniques, with strong analytical skills and the ability to carry out a variety of research projects.
- Excellent oral and written communication skills including the ability to present technical information and planning concepts clearly and effectively to a range of audiences.
- Up-to-date working knowledge of Federal and State legislation, programs, regulations, and procedures related to planning and the area of specialization.
- Ability to organize and facilitate group and committee discussions leading to clear and identifiable outcomes.
- Experience and skills to be an effective public speaker and communicator.
- Ability to communicate and establish and maintain effective working relationships with local, state, and federal officials, and colleagues in other public and private agencies and institutions.
- Ability to work under frequent time pressures and be able to keep several projects in progress at the same time.
- Willingness to travel, primarily within the central Maine area, and to attend frequent evening meetings, using personal vehicle for business use (mileage reimbursable).

**This is a full-time, exempt position with a comprehensive benefits package including health, dental, vision and life insurance. Short-term disability, paid time off, 13 paid holidays per year, 403(b) & MainePERS pension plan with agency match, flexible/remote work schedules, and more. Compensation is commensurate with experience. KVCOG is an Equal Opportunity Employer. (Salary range is 55K to 60K based on experience.)**

Application should include a **cover letter and resume** and should be emailed to the search committee at [info@kvcog.org](mailto:info@kvcog.org). Questions may also be emailed to this address.