

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT
POSITION DESCRIPTION

Class Title: GIS Project Specialist

Department: Planning

Supervisor: Director of Planning

Supervises: None

Job Summary

The GIS/Project Specialist will be responsible for the collection, analysis, and management of spatial and non-spatial data related to project development and administration, community development, economic development, and zoning as well as assisting with other grant writing and project administration activities. The GIS/Project Specialist will coordinate project mapping and administration with the Director of Planning and the Director of Community/Economic Development.

General Duties and Responsibilities:

1. **GIS Coordination:** Involves spatial data management and coordination for various planning and technical assistance initiatives within the region. This duty will consist of:
 1. Create, edit, manage, and analyze GIS data for project development and administration;
 2. Create, edit, manage, and analyze GIS data for local community and economic development initiatives;
 3. Create, edit, manage, and analyze GIS data for State/Federal Agencies;
 4. Produce project maps for project development, grant applications, and environmental assessments; and
 5. Collect and manage GPS data.

2. **GIS Program Development:** Involves identifying, initiating, and implementing special GIS services and/or products to meet planning, development, management, or operational needs for local governments, utilities, and stakeholders in the region. This duty will consist of:
 1. Developing new services/products;
 2. Collaborating with local governments, utilities, and partners;
 3. Developing and managing ArcGIS Online data, maps, applications, tools, and dashboards; and
 4. Researching and investigating innovative functions of GIS.

3. **Grant Writing:** Involves preparing grant applications for various types of funding sources. This duty will consist of:
 1. Research potential funding sources;
 2. Develop proposals to meet the goals and standards of funding sources;
 3. Compose and package funding applications/proposals; and
 4. Maintain records of application submittals.

4. **Project Administration:** Involves coordinating project activities for various types of funding sources. This duty will consist of:
 1. Manage project schedules and funding administration activities;
 2. Communicate with stakeholders and clients;
 3. Maintain project documentation and records;
 4. Create and maintain project budgets; and
 5. Ensure all required forms, documents, certifications, submittals, and reporting are completed.

5. **Other Duties:** Involves any other tasks and technical assistance needed to support the planning and project development needs of the Gateway counties and cities.

Minimum Qualifications

Education: Bachelor's degree or higher in government, history, geography, business administration, public administration, English, engineering, accounting, economics, or another related field.

Certification and Trainings: Additional certifications are not required upon hiring. CDBG Project Administrator Certification must be acquired and maintained after hiring. Employee will also be expected to attend professional development trainings related to specialties.

Experience: Entry - Intermediate Level Position. Must have at least 2+ years of related experience to qualify for Intermediate Level Salary.

Desired Qualifications

Certification and Trainings: Any classes, training, or certifications related water, wastewater, and/or transportation infrastructure, strategic planning, or project management. Current CDBG Project Administrator Certification.

Experience: 2+ years of related experience and/or related internship.

Physical Requirements

Sit for extended periods of time; stand and walk for extended periods of time; reach, stoop, crouch, and bend; ascend/descend ladders; fine motor skills; operate a vehicle; ability to lift and carry 50 pounds; and GPS field collection in urban and rural areas.

Working Conditions

Indoor office conditions; outdoor data collection or project site visits during various weather conditions and on various terrains; and possible wildlife/animal encounters during outdoor data collection or project site visits.

Tools, Equipment, and Vehicle Use

Vehicle; standard office equipment; and Trimble Geo7X GPS collection equipment.

Knowledge, Skills, and Abilities

Knowledge:

1. Project, Environmental, Community, and Economic Development Mapping
2. Spatial Analysis and Map Interpretation
3. State and Federal Funding Programs
4. Grant Writing and Project Administration Processes
5. Local Government Operations, Organization, Functions, and Challenges

Skills:

1. Oral and Written Communication
2. ArcGIS, ArcGIS Pro, ArcGIS Online, Pathfinder Office, Trimble 7X / Trimble R2 GPS Equipment
3. Microsoft Office Suite (Word, PowerPoint, and Excel)
4. Spatial and Non-Spatial Data Collection, Management, Processing, Interpretation, and Analysis

Abilities:

1. Multi-tasking
2. Teamwork
3. Exercise Initiative and Judgement
4. Initiate, Organize, and Manage Mapping Initiatives and Projects

Availability and Travel

1. Normal Business Hours
2. Nights/Weekends (Special Events/Training/Local Meetings)
Regular Travel within Region and State
3. Occasional Travel Outside State
4. Able to Travel Multiple Days at a Time

Additional Information

Instructions: General instructions will be provided by supervisor; must be able to review contracts, internal sources, and external sources for detailed guidance and instructions.

Processes: May be required to consider different courses of action or deviate from standard operating procedures to complete tasks.

Review of Work: Work will be reviewed through spot checks by supervisor; must fulfill all requirements and meet all deadlines set by funding and contractual agencies.

Analytical Requirements: Some duties are of a moderately complex nature and may require judgement for scenarios that do not have a precedent; must be able to review previous work to make the best decision possible and communicate with supervisor if deviations are needed.

Decisions and Judgements: Critical thinking and problem solving are required when working with project planning, data development and analysis, designing maps and presentations; preparing reports, and attending and organizing meetings.

Contacts: Frequent public, internal, and external contacts requiring tact and diplomacy including emails, phone/conference calls, and formal/informal meetings.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Constant.

Specialty Projects: Environmental Review, Project Mapping, Community Mapping, Zoning, Economic Development Mapping

Cross Training: Infrastructure Mapping, Disaster Recovery, Hazard Mitigation, ArcGIS Online, 911 Dispatch

Agency Expectation Statement

In the performance of their respective tasks and duties, all employees are expected to:

1. Be knowledgeable and follow all policies and procedures set by the agency.
2. Support the overall work and functions of the agency.
3. Interact professionally with other employees, customers/clients, outside agencies, and the community.
4. Show dedication to meeting expectations and requirements of internal and external customers.
5. Show commitment to the region.
6. Show accountability and ownership of work.
7. Work effectively as a team contributor on all assignments.
8. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees, and organizations.
9. Perform quality work within deadlines with or without direct supervision.