



**Lehigh Valley Planning Commission**

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Executive Director

## **Senior Geographic Information Systems Planner**

### **Summary**

The Lehigh Valley Planning Commission (LVPC) seeks to grow the technical transportation planning, geospatial, geoanalytics, cartographic and economic modeling capacity and capabilities. Specifically, LVPC is seeking an individual with interest in participating in Geographic Information Systems, Regional Economic Modeling (REMI) and Travel Demand Modeling-based regional planning efforts. The successful candidate must be innovative, and possess:

- Excellent communication skills: oral, written and graphic
- Creative thinking, positive attitude, enthusiastic work ethic
- Passion for results and a bias for action
- Strong commitment to public service and community improvement
- Team orientation and personal accountability

The Senior Geographic Information Systems Planner will have significant responsibilities in comprehensive, long-range planning, spatial analytics, and predictive modeling. This position works under limited supervision, as part of the LVPC Team to coordinate the region's Geographic Information System (GIS), prepare maps and databases, conduct a variety of geospatial and economic analyses, develop predictive models and initiate, monitor and oversee planning projects. Reports to the Assistant Director of Transportation Planning and Data.

### **The Lehigh Valley Planning Commission**

Founded in 1961, the Lehigh Valley Planning Commission (LVPC) serves as the official regional planning entity for the Lehigh Valley. The LVPC reviews all subdivision, land development and stormwater activity, municipal land use ordinances, and comprehensive plans on behalf of Lehigh and Northampton Counties. In addition, to these municipal review responsibilities, the LVPC sets the development direction for region, from housing to businesses and infrastructure to schools. The organization is a resource to municipal government, developers, bankers, realtors, school boards, citizens and beyond, through research and publication of Lehigh Valley studies and reports from employment projections to the Regional Housing Plan. Lastly, the Commission oversees the administrative functions of the Lehigh Valley Transportation Study, who plan for and invest over \$3 billion in the region's roads, bridges, transit, bicycle, pedestrian and freight rail systems. These comprehensive planning activities are critical to the responsible and sustainable growth and management of the Lehigh Valley's built environment.

## Senior Geographic Information Systems Planner

### Job Details

- Coordinate GIS data to support planning related projects;
- Develop standards and implement procedures for GIS creation and maintenance of maps and complex databases;
- Research data sources, digitize data and collect geospatial and attribute data;
- Consult with LVPC staff, public officials and the public to identify geospatial data needs;
- Work with other LVPC sections, outside agencies, and organizations to share, obtain, and incorporate planning related information into the regional GIS system;
- Identify, provide and analyze data, both spatially and in table format, for build out calculations, identification and analysis of constrained lands, community resource mapping, update zoning and land use;
- Analyze and summarize demographic, socio-economic and other data to support planning efforts;
- Display cartographic information to ensure validity, reliability and appropriateness;
- Perform complex analyses and develop models of data specific to project demands;
- Develop graphic representations of geospatial data;
- Produce infographics, charts and other graphic information displays;
- Develop written reports of data consistent with geospatial analysis;
- Develop, maintain and update a variety of map resources and online map services;
- Participation in website development and maintenance to make cartographic, GIS and regional information and resources available to the public;
- Develop promotional and educational material as needed;
- Attend meetings and make public presentations;
- Represent the LVPC as an expert in geospatial analysis;
- Support work teams that participate in project planning;
- Prepare technical reports for community, environmental, and transportation planning;
- Assist in the preparation and implementation of community, environmental, and transportation planning projects;
- Conduct field investigations for research, compile data and assess project conformity with plans;
- Act as liaison between the community and the Data Team within the LVPC ;
- Update and coordinate planning projects with the Data Team and provide technical assistance to others;
- Remain current in latest cartographic and GIS, REMI, travel demand modeling and related technologies;
- Research new technologies and make recommendations to the Assistant Director of Transportation Planning and Data for software acquisition, implementation and advancement in the fields of GIS, cartography, spatial analytics, predictive modeling;
- Perform other duties as assigned.

### Knowledge, Skills, and Other Characteristics

- Expertise in GIS principles, applications and database development;
- Expertise in ArcGIS, ArcGIS Extensions, ArcGIS Online, Spatial Analyst, Network Analyst and other extensions as applicable;
- Knowledge of the use of GIS to manage, manipulate, model and represent data;

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- Experience with researching and acquiring geospatial, census, demographic and other data;
- Understanding of principles, methods, and tools used to perform data analysis;
- Familiarity with of Federal, State and local laws, codes, regulations and current issues in community planning;
- Trained in thematic cartography and geographic visualization;
- Knowledge of land surveying techniques;
- Comprehensive of project management techniques;
- Knowledge and ability to promote safe work practices and ensure compliance with LVPC safety policies;
- Ability to efficiently coordinate multiple projects;
- Competence in using personal computers, word processing, spreadsheet, database, presentation, GIS and scanning software;
- Thorough experience researching, collecting, sorting, and manipulating data for database development;
- Capability to independently conduct research and write technical reports;
- Skill in communicating clearly and concisely, orally, in writing and in graphic work;
- Articulate customer service skills;
- Desire and ability to learn new software and systems such as REMI, Cube 3;
- Skill in establishing and maintaining effective working relationships with consultants, employees and the public;
- Ambition to actively participate in and give back to the planning/GIS profession through the American Planning Association, Urban Land Institute, US Green Building Council, and/or other associated GIS professionals networks, etc.

## Qualifications

- Master's degree in planning, geography, engineering or a closely related field preferred. Bachelor's degree considered with requisite experience.
- Demonstrable experience in ESRI-based products, including ArcMap, ArcPro, ArcToolbox, ArcGIS Online and other GIS-related applications relating to planning and ability to maintain GIS data and provide related training; Python preferred.
- Demonstrable experience with Microsoft Office; knowledge of Access preferred.
- Demonstrable use of social media applications such as Twitter, Facebook, Instagram, etc.
- Ability to use computers, tablets, smart phones, plotters, printers and copiers.
- Thorough knowledge of fundamental planning issues and concepts, including basic planning theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
- Ability to maintain active status or obtain entrance into the American Institute of Certified Planners per American Planning Association requirements once eligible for exam. Other professional certifications applicable to position will be considered.
- Valid driver's license required.

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### Compensation

\$60,697-\$88,010 salary per year dependent of experience and qualifications. Excellent benefits.

### To Apply

Only e-mail submissions to Bruce Rider, Director of Administration at [jobs@lvpc.org](mailto:jobs@lvpc.org) will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

Application materials must be received by 5:00 PM Eastern Standard Time on **April 30, 2019**.

Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, products and services.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.

The Lehigh Valley Planning Commission provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.