Employment Ad
August 6, 2015

Carbon County
South Central Wyoming

Planner\GIS Specialist

The Planner\GIS Specialist works under the direction of the Planning Director and is responsible for two main functions within the County Organization.

The Planner reviews applications for building permits, zone changes, conditional use permits, subdivision and variances to determine general compliance with the County Land Use Plan (CLUP), Zoning and Subdivision Regulations. Makes recommendations to the Planning Director and prepares written staff reports for presentation to the Planning Commission and Board of County Commissioners. Responds to planning and community development questions from the public and provides procedural direction to applicants and interested parties. Reviews State and Federal Plans and documents and assists with the preparation of County comments on Federal actions through the NEPA cooperating agency program.

Long range planning: Works with the Planning Director and Planning Commission to interpret and implement the County Land Use Plan. Prepares maps that interpret and promote the goals and policies of the Land Use Plan; prepares and reviews amendments to the Land Use Plan, Zoning Resolution and Subdivision Regulations. Communicates and cooperates with other county departments and governmental entities including Federal, State and the Towns within Carbon County.

The GIS Specialist is primarily responsible for maintaining the County zoning map and the rural addressing program.

- Administration of the County addressing program which includes assigning addresses and maintaining the e911 address centerline data.
- Maintaining the County’s GIS data including the GIS based Zoning Map and Plan Maps.
- Performing GIS based analysis utilizing GIS tools within the Geoprocessing tool kit and the Spatial Analyst extension.
- Collects and analyses various planning data including land use inventory, parcel data and ownership information, census and similar statistical data.
- Support the functions of the other County departments such as the Assessor, Clerk, election and special district mapping, road and bridge and law enforcement, as needed.

Skills\Abilities\Competencies:

- Proficient in the use of Microsoft Office including Word, Access, Excel and PowerPoint.
- Requires demonstrated competency in the use of geographic information systems and global positioning systems; the use of ESRI’s ArcGIS desktop software and extensions.
- Demonstrated Cartographic skill specifically able to produce quality maps utilizing ArcGIS software, experience using ArcPad or ArcGIS Desktop with a GPS interface.
• Experience and knowledge in GPS data collection, geodatabase design, Federal Geographic Data Committee metadata standards and creation and model builder.
• Ability to utilize statistics, perform queries, organize, analyze, and present data.
• Strong communication skills, both written and oral.
• Must be able to work independently with minimum supervision; ability to drive in inclement weather over varied terrain.

Qualifications and Experience:

Bachelor’s degree in Geography, Planning, Environmental Resource Management, Public Administration or related field plus a minimum of 3 years work experience in either Planning or GIS, a master’s degree in any of the above fields can substitute for 2 years of experience.

Carbon County offers a comprehensive benefit package which includes health, vision and dental insurance, retirement plan, vacation, sick and holidays.

Hiring Range: $44,520.-$50,000. Commensurate with qualifications and experience.

Contact Sid Fox

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