MVPC Employment Opportunity

We are currently accepting applications for the full time (35 hours per week) position:

GIS Technician

Starting Salary Range: Commensurate with Experience
Competitive Massachusetts state employee benefits package

General Purpose:

The purpose of this position is to develop, support and maintain GIS data and GIS projects at the Merrimack Valley Planning Commission (MVPC). The Geographic Information System (GIS) Technician contributes to the upkeep of agency’s GIS data and projects associated with the GIS program.

The GIS Technician works closely with the GIS/IT Program Manager and GIS Analyst to complete project work. In addition, the GIS Technician interfaces regularly with the other MVPC staff municipal officials, and the public.

Supervision Received:

The GIS Technician reports to the GIS/IT Program Manager and works under the direct supervision of the GIS/IT Manager and GIS Analyst. The GIS/IT Manager organizes and prioritizes the workplan and the GIS Technician executes tasks accordingly. Once priorities are established, the GIS Technician works with latitude for independent judgment and action.

Work Schedule, Culture and Environment

Work is generally performed under typical office and computer room conditions with some flexibility to work from home as permitted. Expectation to operates computers, plotter, printers, telephone, and other standard office equipment. Some work is performed in the field. Essential functions are regularly performed at moderate noise levels without exposure to adverse environmental conditions. Attends occasional technical conferences and meetings. Has frequent contact with MVPC employees. Has occasional contact with federal, state, and local agencies and occasional contact with other town/school departments.

Regular work hours are Monday through Friday 8am to 4 pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee’s work-life balance. MVPC currently requires three in-office days and allows employees to work remotely up-to two days a week. Maintaining a remote work option is a permanent feature of MVPC’s workplace.

MVPC is a small organization with fewer than 20 full-time employees. Employees work closely and collaboratively with one-another on projects. We believe in building positions around people, guided by their interests and strengths. MVPC has a vested staff with deep relationships in the communities we
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Duties and Responsibilities**

- Develops spatial and tabular data of a varied nature for analysis and mapping in support of MVPC’s internal GIS project needs as well as Merrimack Valley member community project needs.

- Creates maps from digital data for other MVPC programs, Merrimack Valley member communities and the public.

- Works in conjunction with GIS/IT Program Manager and GIS Analyst to develop data standards and data management framework.

- Develops data and organizes datasets in support of the agency’s Parcel Mapping services. Assists in updating Municipal Information Mapping Access Program (MIMAP) as needed.

- Aids municipal and agency staff in the use of GIS resources such as MIMAP and Eagleview/Pictometry through development of user videos and trainings.

- Assists GIS program and agency staff with IT issues and maintenance of computers, plotters, and printers, as necessary.

- Prepares reports summarizing work conducted, data collected, methods used, and findings, complete with charts, graphs, and maps when necessary.

- Other duties include occasional field visits for data collection or verification as well as attending seminars and conventions to keep abreast of changes in the GIS field.

**Qualifications**

Knowledge: A working knowledge of general planning activities, practices, techniques, and instruments used in planning. General knowledge of drafting, mapping, statistics, and analysis as applied to economic development, environment, transportation, and community planning studies. Familiarity with ESRI software. Working knowledge of relational databases, a plus. Experience with Microsoft office software (Word, Excel, PowerPoint) and working in a Microsoft Windows environment.

Ability: Collect, analyze, interpret, and apply data pertaining to planning problems of varying complexity. Execute tasks with a high attention to detail. Ability to work cooperatively with others as well as to work with autonomy to complete tasks. Ability to carry out written and oral instructions.

Skill: Excellent analytical skills. Strong organizational skills. Strong technical skills. Strong critical thinking ability. Skill in all the above listed technologies, tools, and equipment.
Education and Experience

Bachelor’s degree in Geography or Computer Science with related coursework in GIS, geography, cartography, surveying, land sciences or related subject area required; plus, a minimum of 2 years’ experience using ERSI ArcGIS in a GIS intensive environment desired, or a master’s degree and a minimum of 1 years’ experience, or any equivalent combination of education and experience.

Licenses, Certifications, and Registrations

• Must possess and maintain a valid Driver's license.

Equal Opportunity Employer

• MVPC provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state, and local law.

Please submit a short cover letter with your resume to: gis@mvpc.org. MVPC will interview on a rolling basis and position will remain open until filled.

Visit our website MVPC.org for more information about the organization.

The Merrimack Valley Planning Commission is an EEO/AA Employer