THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION invites applications for the position of:

GIS Specialist I (11822, Grade EGT)

An Equal Opportunity Employer

**SALARY:** $50,076.00 - $85,689.00 Annually

**OPENING DATE:** 03/16/20

**CLOSING DATE:** 04/27/20 11:59 PM

**DESCRIPTION:**
The Prince George's County Planning Department of The Maryland-National Capital Park and Planning Commission is seeking a GIS professional to support GIS mapping, addressing, database construction and maintenance, and application development and analysis needs. As a GIS Specialist I, this individual will work for the Prince George's County Planning Department to create and maintain GIS layers and perform geospatial analysis for regulatory applications, studies, master plans, and inquiries. In particular, this position will be expected to identify projects/tasks that are repeated and would benefit from doing them in a systematic way that can build institutional knowledge and capacity.

The person selected for this position will also work on projects in coordination with all Planning Department divisions and others as well.

**EXAMPLES OF IMPORTANT DUTIES:**
1. Provides support for enterprise GIS databases; provides technical expertise in implementation and maintenance, database design, modeling and data processing; helps coordinate efforts to link existing databases with spatial information; designs and maintains GIS databases following protocols set by the Information Management Division.
2. Provides support for premise addressing related functions including address verification, address assignment, address point data maintenance and geocoding.
3. Creates, updates, and maintains software applications; interviews users to assess their application needs; writes computer programs using higher level application development tools such as ArcGIS Online, HTML5, JavaScript, Mapbox, python, and open source software.
4. Completes report requests, produces map products and reports using GIS software; analyzes GIS databases as requested; prepares documentation to include file relations, maintenance procedures, and user documentation; ensures that all documentation is completed.
5. Provides user support; communicates users' needs to management; resolves GIS hardware, software and application problems and informs users of changes and potential problems.
6. Assists with training of technical staff and users; identifies training needs; conducts training and provides technical assistance; responds to users' inquiries concerning GIS software.
7. Stays abreast of GIS related information technology changes and innovations through training programs, journals, and other sources of information.

**MINIMUM QUALIFICATIONS:**
1. Bachelor's degree with a minimum of 24 credit hours in cartography, geography, computer science, information management, GIS, engineering, photogrammetry or related field;
2. An Associates degree or (nationally recognized certification in GIS) including work in
cartography, geography, computer science, information management, GIS, engineering, photogrammetry or related field with two years experience in GIS operating on UNIX, DOS, and Windows platforms may be substituted for the Bachelor's degree.

3. An equivalent combination of education and experience.

**SUPPLEMENTAL INFORMATION:**

Desirable Qualifications:

1. A Master's degree is preferred
2. Previous experience in community or regional planning using ArcGIS and CommunityViz© software tools to help people visualize and communicate about the future of their communities.
3. Experience in working with plats and address data to support local government emergency response and planning related operations

**Supplemental Information:**

The Prince George's County Planning Department is currently located in historic Upper Marlboro, Maryland. Free onsite parking is available for employees. In the foreseeable future, the Department will be moving to a newly renovated, state-of-the-art building in Largo, Maryland, conveniently located near Metro and I-495.

The M-NCPPC offers a competitive salary range of $50,076 to $85,689 at the GIS Specialist I level with an excellent benefits package. Salary is commensurate with education and experience. The Commission is an Equal Opportunity Employer and encourages applications from minorities, females, and persons with disabilities.

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**APPLICATIONS MAY BE FILED ONLINE AT:**

https://www.mncppc.org/jobs

**OUR OFFICE IS LOCATED AT:**

6611 Kenilworth Avenue
Suite 103
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301-454-1411
recruit@mncppc.org

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