



## **GIS ANALYST**

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) is seeking an individual with Geographic Information Systems and City/County/Regional Planning skills and an interest in applying them to metropolitan planning efforts.

The Geographic Information Systems Analyst will have significant responsibilities in comprehensive, long-range planning, spatial analytics, and predictive modeling and leads these operations within the LVPC. Specifically, the GIS Analyst is responsible for the preparation and organization of maps, charts, tables and other graphic information for LVPC presentations and reports and for distribution to the public. 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. The LVPC's philosophy is always to begin with fact-based optimism, making the Geographic Information Systems Analyst's roll particularly important to the organization and Region. Reports to the Director of Transportation Planning and Data and collaborates, coordinates and facilitates discussions, projects and presentations.

## **CURRENT PROJECTS**

The LVPC/LVTS 2023 work program is robust and includes the creation of the region's first Climate Action Plan, the allocation of over \$380 million in new federal and state infrastructure funding, finalization of two multi-municipal comprehensive plans creating a collaborative community vision and future for 15 municipalities in Northampton and Lehigh counties, implementation of a \$54 million Riverside Drive combined road, trail, environmental management and equity project, mapping and development of community guidance on freight facility and industrial development, a new five-region Eastern Pennsylvania Freight Infrastructure Plan, and update of the region's Access to Opportunity Equity Portal, among many other projects and initiatives designed to protect and advance the public health, safety and welfare regionwide.

## **ESSENTIAL DUTIES + RESPONSIBILITIES**

- 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, coordinate and collaborate the LVPC Team, public officials, partners and the public to identify geospatial data needs and implement projects critical to the region.
- 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.

## GIS Analyst Job Description

- 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, interpret output and incorporate it into planning projects.
- 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 and contribute to plans as part of community, environmental, and transportation planning.
- Conduct field investigations for research, compile data and assess project conformity with plans.
- Update projects with the Data Team and provide technical assistance to others.
- Remain current in latest cartographic and GIS technologies and professional planning skills.
- Recordkeeping and filing relative to LVPC geographic information.
- Perform other duties as assigned.

## KNOWLEDGE, SKILLS + ABILITIES

- Expertise in GIS principles, applications and database development.
- Expertise in ArcGIS, ArcGIS Extensions, ArcGIS Online, Spatial Analyst, Network Analyst and other extensions as applicable.
- Experience with or desire to learn to write scripts using Python or other programming language.
- Knowledge of the use of GIS to manage, manipulate, model and represent data.
- Experience with researching and acquiring geospatial, census, demographic and other data.
- Understanding of principles, methods, and tools used to perform data analysis.
- Trained in thematic cartography and geographic visualization.
- Knowledge and ability to promote safe work practices and ensure compliance with LVPC safety policies.
- Ability to efficiently work on multiple projects simultaneously.
- Thorough experience researching, collecting, sorting, and manipulating data for database development.
- Capability to independently conduct research, write technical reports and incorporate analysis into planning documents and presentations.
- 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, and/or Decision Lens if not already known.

## GIS Analyst Job Description

- 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

- Degree from an accredited four-year college or university in geospatial science, cartography, data science, urban planning or closely related field.
  - Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Desire to seek certification as a Geographic Information Systems Professional (GISP) within the minimum time required by the certifying agency.
- Demonstrable experience with Microsoft Teams, Office Suite.
- Demonstrable use of social media applications such as Twitter, Facebook, Instagram, etc.
- Ability to use computers, tablets, smart devices, cameras, plotters, scanners, printers and copiers.
- Knowledge of fundamental planning issues and concepts, including basic planning theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
- Excellent verbal, written and graphic communication skills.
- Refined organizational skills, including time-management abilities.
- Demonstrated ability to work within and contribute to a team structure, work with diverse groups of people and in diverse environments.

## OTHER REQUIREMENTS

This position is an in-office role requiring significant collaboration with colleagues and stakeholders. Position requires participation at some early morning, evening and weekend meetings and events. Valid driver's license required. Must be eligible to work in the United States of America.

## SALARY AND BENEFITS

Grade 6: \$49,394 - \$69,152 per annum; plus, excellent benefits, including but not limited to: paid time off, health, dental, and retirement.

The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the American Planning Association (national, state and regional,) National Association of Regional Councils, Urban Land Institute, Green Building United/US Green Building Council, Lincoln Institute of Land Policy, ESRI, REMI, Greater Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

## APPLY

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@lvpc.org) will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Portfolio or links to work that demonstrates your skills and abilities.
- c. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered. Please address this letter to, Becky Bradley, AICP, Executive Director, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
- d. Minimum of three (3) professional references with contact information.

**Position open until filled.** Review of applications and interviews will begin immediately.

## TEAM COMMITMENT

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability or genetics. In addition to federal law requirements, the 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.

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

## FURTHER INFORMATION

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

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