

Planning Technician

Department:	Planning and Design	Last Revised:	February 2014
Reports To:	GIS Manager	Status:	Full Time / Regular
EEO Job Category:	2 - Professionals (PRO)	Position No.:	1438
Supervises:	Seasonal Employees and Volunteers as assigned	Salary Grade:	26 - Non-Exempt

Summary

The Planning Technician provides support in the development, maintenance, and deployment of Geographic Information System ("GIS") systems and databases. This work spans the range from GIS data development to deployment of GIS services to end users. The incumbent also oversees the management of Cleveland Metroparks' geospatial web and desktop services, geospatial database development, and ensures the accuracy and security of geospatial data. The incumbent designs, develops and manages geospatial data within the context of and in order to address business and service needs of the Park District.

Qualifications

Education/Experience – Bachelor's degree from an accredited college or university in geography, GIS, environmental sciences, natural resources, park and recreation management, or related field or equivalent combination of education and experience required. Minimum of two (2) years of professional experience in planning, GIS or related field.

Credentials/Licenses/Certifications – Must have a good driving record (less than six (6) active points on driving records at the application stage of the hiring process) and possess a valid Ohio driver's license.

Other –

- Familiarity with Javascript and HTML, and mapping libraries including OpenLayers and Leaflet preferred.
- Ability to script or program in a computer language.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.

Essential Functions

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

1. Develops and uses GIS databases. Answers requests from the public, as time allows, and streamlines the process.
2. Conducts assigned studies in the preparation of regional park plans, greenways and/or corridors which includes investigation and inventorying factors including cultural features, physical resources, and analysis and preparation of information for review and approval by Park District staff, Board of Park Commissioners and other regional agencies.
3. Makes updates to Cleveland Metroparks' GIS technical infrastructure.
4. Provides training to end users in use of GIS interfaces.
5. Maintains documentation of workflows and changes to GIS infrastructure.
6. Trains, schedules and supervises seasonal staff and volunteers.
7. Manages geospatial services production.
8. Participates in and leads local, state, and regional data and service standards development.
9. Participates in and leads local and regional trail planning exercises, especially as they relate to geospatial services and the use of geospatial technologies to enable better local and regional trail planning.
10. Leads efforts to train users in leveraging web and desktop geospatial services, coordinates trainings, and provides documentation and training for system users.
11. Develops and manages novel and typical geospatial analyses in support of Park District needs.

Other Functions

Evaluation of this position may also be based on occasional performance of the following other functions, which include, but are not limited to:

1. Keeps direct supervisor promptly informed of key/significant issues or concerns.
2. Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
3. Updates and enhances own knowledge by involvement in continuing education for professional growth, i.e., attends relevant conferences, seminars, in-service trainings and certification programs.
4. Performs related duties as assigned or apparent.

Success Factors

To successfully perform this job, the following training, knowledge and abilities are required.

- **Required Training:** All Cleveland Metroparks employees are required to complete all general mandatory training. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the

workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics and Park District computer use. Specialized and/or position specific safety training may be required.

- **Knowledge/Skills:** Must have advanced knowledge of Cleveland Metroparks programs, operations, and facilities. Must possess significant knowledge of management principles and practices, and display sound judgment and leadership skills. Deals with confidential information, builds and maintains relationships. Understands group dynamics and relationship management.
- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Ability to perform math related to budget, contract, reports, etc., consistent with the essential functions of the job.
- **Reasoning Ability:** Ability to research, plan, implement, problem-solve, and evaluate programs, activities and operations. Ability to discern and effectively address relevant issues. Ability to trouble-shoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

Physical Demands and Work Environment

Essential Physical Requirements	Infrequent 1-2x/Shift	Occasional 3-12X/Hour	Frequent 13-30x/Hour	Constant 30+x/Hour
Lifting	20 + lbs.			
Floor to Waist	20 + lbs.			
Waist to Shoulder	20 + lbs.			
Shoulder to Overhead	20 + lbs.			
Carrying		20 + lbs.		
Push/Pull	✓			
Outdoors		✓		
Standing		✓		
Walking		✓		
Sitting			✓	
Bending		✓		
Twisting	✓			
Reaching/Grasping		✓		

Work is generally conducted in an office setting. The employee may be subject to adverse conditions which may include exposure to bloodborne pathogens, communicable diseases, undesirable weather and potentially infectious materials.

Pre-Hire Requirements

Criminal Background:	County Criminal / National Data Access Database
Motor Vehicle:	Yes
Social Security Trace:	Yes
Credit:	No
Prior Employment:	Yes
Education:	Secondary Education
Drug Screen:	Non-Regulated Urine Drug Screen w/Cotinine Test
Physical:	None

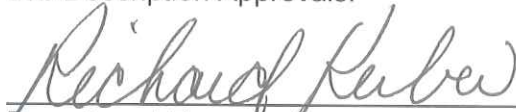
General Expectations

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid Ohio driver's license and reliable transportation in case of driving within or beyond the Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such in order to continue employment. It is essential for the employee to maintain all training required by the position.

Cleveland Metroparks promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must adhere to respectful conduct and language at all times. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules and regulations.

Job Description Approvals:



Department Executive

2/7/14


Date



Chief Human Resources Officer

2-10-2014

Date



Chief Executive Officer

2-7-14

Date