

**JOB ANNOUNCEMENT
COMBINED POSITION:
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST/ENVIRONMENTAL
PROGRAMS SPECIALIST
(Full-Time)**

Classification: Exempt

Nature of Work

Under the supervision of the executive director, assistant director or the environmental programs manager, the Geographic Information Systems Specialist is responsible for the day-to-day operation and coordination of all GIS-related programs involving the Meramec Regional Planning Commission.

Responsibilities performed on a daily and/or weekly basis include:

- Capturing, storing, manipulating documents, distributing and displaying geographically referenced information from a variety of sources;
- Manipulating and analyzing data which may include quality assurance, creating and maintaining spatial data topology and attributes, formatting manipulation, geo-referencing, datum and projection transformations;
- Translating technical concepts and terminology into terms understandable to non-technical GIS users;
- Using queries and GIS applications to generate reports and maps, and ensuring/enhancing data quality;
- Providing consultative guidance and technical expertise in geo-database analysis and design, geographic information application programming, spatial data and/or technology integration, remote sensing applications, network and route analysis, modeling, web mapping applications, GIS project management and/or other geographic information specialties;
- Supporting land use planning, environmental planning, and all other MRPC initiatives, by using GIS for mapping and cartography, and enhanced geographic visualization, management, and analysis of information; and integration of information among multiple disciplines.
- Participating in meetings, training seminars and GIS user groups;
- Assisting in preparation of cost estimates relating to the development of each GIS project and for services to member governments;
- Utilizing ArcGIS, HAZUS and other ESRI software to create GIS and cartographic products for member governments or planning commission projects;
- Being familiar with various data acquisition techniques, including import from third parties, conversion from coverages, heads-up digitizing, and original data creation;
- Taking data points utilizing a global positioning system (GPS) unit. Importing field GPS data into office GIS projects;
- Fielding GIS/cartography inquiries and create resources for member governments and partner agencies;

- Coordinating with the appropriate staff to prepare budgets and reports;
- Assisting other staff members with projects, programs and goal completion;
- Preparing progress reports for state and federal grant programs; and
- Performance of any other tasks assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

A bachelor's degree from an accredited college or university with a major emphasis geographical sciences, mapping, GIS, CAD, or other closely related field of study. One year of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of required education. Applicant must possess strong writing skills, an eye for detail, an ability to plan and coordinate, a strong interest in environmental and or planning issues, an ability to work well with people and excellent communication skills. Applicant must be self-motivated, knowledgeable about environmental and planning issues, have a working knowledge of the Meramec Region and able to work independently. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere. Must possess a valid driver's license.

Salary

The salary range for this position is \$33,034 to \$41,292 per year.

Physical Requirements

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distances; nighttime driving is necessary. Must be able to converse in English by phone and in person with the public. Diction must be clear and audible for presentations. Must be able to sit long periods of time. Must be able to lift boxes and displays weighing approximately 35-40 pounds. Must be able to kneel to go through files in lower level cabinets. Must be able to navigate rough, unimproved terrain to monitor projects. Must be able to travel overnight alone.

ENVIRONMENTAL PROGRAMS SPECIALIST

Classification: Exempt

Nature of Work

Under the supervision of the executive director, assistant director or the environmental programs manager, the Environmental Programs Specialist is responsible for the day-to-day operation and coordination of all environmental-related programs involving the Meramec Regional Planning Commission.

Responsibilities performed on a daily and/or weekly basis include:

- Providing detailed information and technical assistance to member governments and the general public in meeting state and federal requirements and answering questions;
- Providing information and educational programs on current environmental problems facing local governments;
- Analyzing and researching various environmental problems and/or opportunities;
- Developing and implementing plans and programs to meet federal, state and local mandates concerning environmental, waste and emergency planning regulations;

- Seeking and securing additional funding for meeting environmental needs of the region;
- Developing presentations and programs concerning solid waste, emergency planning and other environmental concerns;
- Serving as a liaison between the Missouri Department of Natural Resources, the U.S. Environmental Protection Agency and other local, state and federal agencies working in environmental areas;
- Following legislation on both state and federal levels that impacts the Meramec Region communities;
- Providing administrative support to solid waste programs and other environmental committees;
- Implementing existing environmental programs;
- Coordinating with the appropriate staff to prepare budgets and reports;
- Preparing progress reports for state and federal grant programs; and
- Performance of any other tasks assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

A bachelor's degree from an accredited college or university with a major emphasis in education, environmental sciences, planning or related fields. One year of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of required education. Applicant must possess strong writing skills, an eye for detail, an ability to plan and coordinate, a strong interest in environmental issues, an ability to work well with people and excellent communication skills. Applicant must be self-motivated, knowledgeable about environmental issues, have a working knowledge of the Meramec Region and able to work independently. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere. Must possess a valid driver's license.

Physical Requirements

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distances; nighttime driving is necessary. Must be able to converse in English by phone and in person with the public. Diction must be clear and audible for presentations. Must be able to sit long periods of time. Must be able to lift boxes and displays weighing approximately 35-40 pounds. Must be able to kneel to go through files in lower level cabinets. Must be able to visit and move about solid waste disposal areas, including recycling facilities, landfills and transfer stations. Must be able to travel overnight alone.

Salary

The salary range for this position is \$29,160 to \$36,450 per year.

This position is 50% GIS work and 50% Environmental work.

The salary range for this combined position is (minimum) \$31,097 to (mid-point) \$38,871 per year.

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Tammy Snodgrass. Position is open until filled. EOE/AA.

Date