

**GIS Analyst**  
**Planning and Inspections Department**  
**Sunset Beach, NC**  
**Pay Class: 14**

**Job Description**

This entry-level position will support the overall efforts of the Planning and Inspections Department while providing supplemental services to other Town departments. Position will be primarily responsible for building and maintaining the Town's Geographic Information System (GIS), while supplementing daily planning and data analysis needs. This position reports directly to the Director of Planning and Inspections. The position's responsibilities may include, but are not limited to:

- Building, maintaining, and administering the Town's GIS system and providing hands-on GIS technical work in support of planning projects.
- Provide expertise in the support of the design, development and implementation of GIS solutions.
- Assist the Department in overseeing the implementation and use of GIS tools and applications, and assisting in improving the department business process to create efficiencies.
- Conduct research and perform analyses regarding planning projects, programs and plans.
- Assist in conducting and managing daily development plan review processes for ordinance compliance and customer service issues.
- Assist in administrative work for the Planning Board and Board of Adjustment.
- Other duties as assigned by the Director of Planning and Inspections.

**Qualifications**

Bachelor's degree in urban planning or a related field (or equivalent combination of education and/or work experience), plus a minimum of 1-3 years of experience working in Geographic Information Systems (GIS).

Additional knowledge, skills, and abilities required upon entry into position:

- Solid, demonstrable knowledge in GIS principles including, but not limited to map design, projection and coordinate systems, linear referencing systems and GIS data management.
- Demonstrable experience in ESRI-based products, including ARC Map, ARC Editor and other GIS-related applications relating to planning and ability to maintain department GIS data.
- Knowledge of fundamental planning issues and concepts, including basic planning theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
- Knowledge of utility systems and coastal issues.
- Ability to communicate effectively with internal and external customers and possess a strong customer service attitude; both orally and in writing.
- Ability to prepare and present complex graphical, written and oral reports.

**Supplemental Skills Desired**

- Creative thinking, positive attitude
- High initiative
- Strong commitment to public service and community improvement
- Team orientation and personal accountability