

Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,
Liberty, Leon and Wakulla counties and their municipalities



Employment Opportunity Announcement

The Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla counties and their municipalities, announces the following job opportunity:

GIS Specialist

Position Description

The Apalachee Regional Planning Council is seeking an entry to mid-level GIS specialist with 1-5 years of professional work experience. The incumbent will be responsible for the management of the agency's geographic database, software, Apalachee Online (www.apalacheeonline.org), and a variety of state and federal grants while providing technical support for our Region's nine counties and their municipalities.

Background

The ARPC, a multi-purpose agency of the State of Florida provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs of our member local governments within the nine-county Region. Due to the diverse nature of the ARPC's work, the incumbent will gain experience through multiple platforms related to a wide variety of regional, state and federal activities.

Terms of Service

Start Date: Immediately

Subject Area(s): GIS, Cartography, Grant Management

Hours per Week: Available as a Part-Time or Full-Time Position

Starting Compensation: \$35,000 - \$45,000

Scope of Work

Under the direction of the Planning Manager, the incumbent will have the following primary responsibilities:

- I. Manage ARPC's GIS data and software
- II. Manage and update ARPC's GIS website and webapps
- III. Assist ARPC staff with GIS related tasks
- IV. Provide in-person and remote GIS technical assistance to Franklin and Gadsden County
- V. Provide technical support for our Region's nine counties and their municipalities
- VI. Seek and develop new grant opportunities to continue to grow the ARPC GIS Program
- VII. Other duties as required

OFFICE

2507 Callaway Rd, Ste 200
Tallahassee, Florida 32303

CONTACT

850.488.6211
www.arpc.org

Essential Physical Skills

- I. Use of both hands and fingers with dexterity.
- II. Very frequent use of good near vision, good hearing.
- III. Occasional walking and frequent standing.
- IV. Ability to lift 30 pounds.
- V. Must be capable of driving a vehicle continuously for two or more hours.

Environmental Condition Requirements

- I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.
- II. Occasionally attend meetings outside of normal working hours and outside of the local area.

Education and Certification

- I. Minimum Requirement: Bachelor's degree in Geography or a related field
- II. Preferred: Master's degree or certification in GIS or a related field

Experience and Abilities

- I. A minimum of one year of experience in GIS or a related field
- II. Strong writing and communication skills
- III. Proficiency in Microsoft Office Suite
- IV. Proficiency in ArcGIS Suite and ArcGIS Online
- V. Preferred but not required: basic knowledge of Python and SQL

License, Certification or Registration

- I. Must have a valid driver's license or be able to secure a valid driver's license at the time of employment within this classification.

The ARPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ARPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ARPC is a Drug Free & Tobacco Free Workplace.

Candidates

The ARPC asks that candidates interested in this opportunity provide a résumé and short description of their ability to meet the needs of the Scope of Work to:

Kwentin Eastberg
Planning Manager
KEastberg@arpc.org