

# **GIS Specialist / Planner**

**Passaic County, New Jersey**  
**Department of Planning & Economic Development**

The County of Passaic seeks a **Full-Time GIS Specialist / Planner**. Responsible to provide Geographic Information Systems (GIS) services to the Department of Planning and Economic Development located at 401 Grand Street in Paterson, NJ.

**Job responsibilities:** Incumbent will work under the direction of the Planning Director and will be responsible for managing the production of GIS data and services, creating graphics and presentation materials that illustrate data clearly and effectively in technical reporting and presentations with the Passaic County Board of Commissioners and the public. The position requires the development and implementation of GIS workflow standards in order to implement the County's Enterprise GIS program. Incumbent will manage collection of data to facilitate regular updates to County databases, field data requests from County departments and the public, and coordination with outside agencies and entities to facilitate these activities to current standards. Incumbent will regular coordination with County departments (i.e., Roads, Cultural and Historic Affairs, Engineering, Prosecutors) to determine ongoing needs and to ensure the integrity of GIS processes through managing a GIS User Group. The GIS Specialist will also be charged with managing the County's Asset Management framework to assist several County Departments in cataloging, tracking, and maintaining physical infrastructure and other assets. The position will also assist with digital mapping and illustration products facilitated through web mapping applications, ArcGIS Story Maps, and ArcGIS Online tools. The incumbent will be in charge of complex GIS projects involving full responsibility for the implementation of all phases of project(s). Duties will also include other planning and coordination tasks as assigned by the Planning Director or other project management staff.

**Requirements:** Two (2) years experience in GIS mapping / cartography, most current ESRI software, database management and documentation, and an ability to relate GIS issues with non-technical staff. Experience in geodatabase management and working in a multi-user GIS environment is required. Experience with GIS administration, web mapping and application development, graphic design, SDE, Python, MS SQL-server, and GPS software / hardware highly desirable. Applicants should be prepared with a portfolio of work products. A Master's degree may be substituted for (1) year of GIS experience. A Bachelor's degree in Geography, Environmental Sciences, Planning or related field with (12) semester hours in computer mapping/GIS with spatial programming & digital image processing may be substituted for (1) year GIS experience. Excellent written and verbal communications skills are necessary as the

incumbent will be required to communication with various departments to determine needs and GIS solutions.

To be considered, please email the following to the address below no later than **March 26, 2021**.

A cover letter indicating your interest and experience, resume, names and contact information of three (3) references, as well as a portfolio of work and writing samples can be sent to the Planning Director, Michael Lysicatos at [mlysicatos@passaiccountynj.org](mailto:mlysicatos@passaiccountynj.org). Passaic County is an equal opportunity employer.