TECHNOLOGY PLANNER

Purpose:

To plan, organize, manage and perform advanced-level professional GIS and data analysis as it relates to the development process and long range planning with an emphasis on Planning Division functions within the department; to perform a variety of administrative and technical work by coordinating the planning, design and implementation of automated solutions for Development Services at all phases; and to guide, coordinate, train and assist staff involved in the development of new or maintenance of existing systems which meet the department's objectives.

Supervision Received and Exercised:

Receives direction from the Development Services Manager and/or Development Deputy Manager-Planning.

Provides functional and technical direction to administrative and other technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop short- and long-range goals and objectives; review and analyze programs and technologies; develop and implement strategies and solutions concerning information technology for the department/division's staff and customers.

- Initiate and participate in systems analysis studies by evaluating overall and individual work performance to determine effectiveness in providing quality products and services within time and cost restraints.

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

- Meet with staff to define business issues and desired outcome for major projects.

- Advise, consult and provide information to the Development Services Manager regarding new approaches using information technology to simplify, enhance and facilitate the delivery of the department's services; determine cost impact and long-term viability of solutions.

- Manage the flow and dissemination of cartographic (map) output; provide managerial and technical guidance to GIS staff and users; and consult with management, Information Technology, and other City GIS staff providing input for programs involving enterprise GIS.

- Provide department project management, spatial and attribute data accuracy specifications, application and data standards, technical direction, coordination, and quality control of GIS and geospatial data and applications to internal staff, and data and application vendors and consultants; evaluate data formats, quality, stability, longevity, compatibility, and interoperability to City GIS database and applications.

- Plan, assign, guide, train and review the work of staff involved in the input of Planning and Building permit data, input of GIS data and geospatial data, and the digital mapping activities; work with staff to correct deficiencies.

- Answer questions and provide information to the public, other departments and outside agencies regarding Development Services data and GIS program, provide technical department expertise, and advise and educate on department's product uses, limitations and advantages.

- Develop custom tools and reports which create efficient business workflows and identify data errors affecting data integrity within automated permitting systems and GIS.

- Develop, document and implement GIS and data maintenance processes; and standard operating procedures.

- Assist in the management and coordination of department equipment installations including related IT products and issues; coordinate with IT PC services and applications work group.

- Prepare and coordinate the implementation of various projects involving the General Plan, Current and Long Range Planning, Building Permits, Inspections; oversee compilation of the City's demographic data and work with other City departments providing demographic information and projections; oversee the creation and revision of complex computerized mapping projects; oversee the City census enumeration program; and review work in progress for compliance with city and state laws.

- Develop and maintain department website and web applications.

- Performs related duties as assigned.

Minimum Qualifications:

Experience:

Three years of professional experience in land use and GIS; including 1 year lead experience required.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in computer science, GIS, urban planning, geography, civil engineering or a related field.

Licenses/Certifications:

May require the possession of a valid Arizona driver's license.

Examples of Physical and/or Mental Activities:

- Work in a stationary position for long periods of time
- Operate computers, calculators and other office machines
- Extensive reading and close vision work – office environment
- May require working extended hours
- May work alone for extended periods of time

This position is included in the City's classified service.

Job Code: 470

FLSA: Exempt