

Job Opening – Fargo-Moorhead Metropolitan Council of Governments GIS Coordinator/Assistant Transportation Planner

Applications requested by September 30, 2021. Position will remain open until filled.

SUMMARY

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is offering an exciting opportunity to learn and grow professionally in a small public agency that works with several vibrant growing communities in a metropolitan area of over 200,000. Metro COG serves as the Metropolitan Planning Organization (MPO) for the Fargo-Moorhead metropolitan area, and in that capacity, works with Cass County, Fargo, Horace and West Fargo, North Dakota and Clay County, Dilworth and Moorhead, Minnesota as well as the North Dakota and Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit administration.

Metro COG's work, which is largely focused on metropolitan area transportation planning, is a balance of technical planning and stakeholder/public engagement. A successful candidate for the GIS Coordinator / Assistant Planner position will take responsibility for the oversight, maintenance, and organization of the agency's Geographical Information System (GIS) to support Metro COG's work program. As GIS Coordinator, this position is responsible for organizing meetings and coordinating with Metro COG's GIS Committee which is made up of GIS representatives from all local jurisdictions. This position is responsible for identifying data collection needs and working with other staff and local partners to determine the manner in which to best acquire the data. This position will also have a transportation and community planning role consisting of conducting technical and planning assistance to implement Metro COG's community planning, transportation planning, and transit work program elements, under supervision of the Executive Director and other senior staff.

Metro COG's organizational structure allows for ample growth in presentation skills, document preparation, technical analyses, and public engagement. A successful candidate will have the opportunity to be part of project teams made up of both internal staff and external stakeholders.

General activities include: GIS data management, mapping activities, public interaction, research for special studies, data collection/retrieval, analyses of technical data, computer analysis, and transportation planning efforts. This position may be called upon to assist with compiling the annual Metro Profile and conducting analysis on the performance measures required by the FAST Act, and will be involved in many other aspects of Metro COG's work program, including:

- interaction with the public,
- planning and implementing on-line and in-person public engagement events,
- preparing special studies,
- assisting with and building skills in project management,
- collection/retrieval of socio-economic data,
- staffing of diverse committee assignments,
- assisting with traffic and bike/pedestrian counts,
- completion of community development/environmental/transit planning and transportation planning efforts, and
- coordination with local city and county staff and stakeholders on matters related to transportation and land use planning.

MINIMUM QUALIFICATIONS

A bachelor's degree in geography or GIS, urban planning, transportation planning, or a related major is the minimum qualification. A minimum of one (1) year of experience in Geographic Information Systems (GIS), community development, urban planning, or transportation planning; including experience with ESRI ArcGIS software and related spatial/data analysis software. Metropolitan and/or regional planning experience is preferred.

An employee in this position is responsible for performing technical and analytical work in GIS. Desirable skills include: a growing understanding of inter-jurisdictional planning principles; strong skills in the use of computer programs including ArcMap and ArcGIS; ArcGIS Online, strong ability to effectively communicate both in writing and orally; a proficiency in basic research and computer techniques; growing competency in addressing community development, environmental, transportation, and transit planning issues; and the desire and ability to coordinate on-line and in-person public engagement methods and committee functions. An employee should also have the ability to establish and maintain effective working relationships with engineers, transit directors, planners, public officials, committee members, private organizations, and the general public.

SALARY AND BENEFITS

The 2021 starting salary range for this position ranges from \$61,081 to \$66,661, with future salary steps exceeding this amount commensurate with experience. Metro COG reserves the right to hire at an appropriate level. Employees receive an annual step raise upon a satisfactory annual performance evaluation.

Metro COG offers the following benefits:

- Health, dental and vision insurance
- Life/AD&D insurance
- Employer match for retirement savings
- Health savings account contribution
- Employee Assistance Program
- Training opportunities and Payment of Professional Membership Dues
- Flexible work hours and ability to work from home, particularly due to precautionary measures related to COVID19

APPLICATIONS AND HIRING PROCESS

For consideration, send a cover letter, resume, [general application](#), and [Title VI EEO survey](#) to Cindy Gray, Executive Director, Metro COG, 1 2nd Street N, Suite 232, Fargo, ND 58102, or by email to gray@fmmetrocog.org by September 30, 2021. Initial applicants will be reviewed at that time, and the position will remain open until filled. For additional information regarding the position, contact Cindy Gray at 701-532-5103.

EEO STATEMENT

It is the continuing policy of FM Metro COG to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not be limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and agency-sponsored educational, social, recreational programs. Additionally, it is the policy of this agency to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the FM Metro COG who fails to comply with this policy is subject to appropriate disciplinary action.