

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

Applications requested by July 12, 2024. Position will remain open until filled.

**Please Note:** Due to the small size of our organization, Metro COG is not able to sponsor work visas for potential applicants.

**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 and growing communities in a metropolitan area of over 230,000. 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 in North Dakota and Clay County, Dilworth and Moorhead in 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 Specialist/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 Specialist, 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 and analyze 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, committee assignment, and transportation planning efforts. This position may be called upon to assist with compiling the

annual Metro Profile and conducting analysis on Performance Measures required by Federal transportation legislation, and will be involved in many other aspects of Metro COG's work program. This position will be required to perform data analysis and manipulation as well as required to convey the results of such analysis to technical staff as well as members of the public. The individual should also have the ability to verbally and graphically convey information.

### **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 2024 starting salary range for this position ranges from \$67,394 to \$71,421, 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 the occasional ability to work remotely, when needed

### APPLICATIONS AND HIRING PROCESS

For consideration, send a cover letter, resume, and completed [general application](#), with the optional [Title VI EEO survey](#) to Ben Griffith, Executive Director, Metro COG, 1 - 2<sup>nd</sup> Street N, Suite 232, Fargo, ND 58102, or by email to [griffith@fmmetrocog.org](mailto:griffith@fmmetrocog.org) by July 12, 2024. Initial applicants will be reviewed at that time, and the position will remain open until filled. For additional information regarding the position, contact Ben Griffith at 701-532-5103.

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### 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 F-M Metro COG who fails to comply with this policy is subject to appropriate disciplinary action.