

## Assistant Regional Planner/GIS Technician

The Western Upper Peninsula Planning & Development Region Commission (WUPPDR), located in Michigan's beautiful Western Upper Peninsula, seeks a full-time Assistant Regional Planner/GIS Technician.

Qualified applicants are asked to submit a **cover letter, resume, and at least three professional references** in one PDF document to [info@wuppdr.org](mailto:info@wuppdr.org). Also direct any questions to [info@wuppdr.org](mailto:info@wuppdr.org). Please do not make phone calls or office visits regarding this position. The position will remain open until filled.

### Job Description

**Summary:** The successful candidate will work under the supervision of senior personnel to serve a diverse rural six-county region. The position performs assignments including but not limited to: project support/management; research; data analysis; and writing of plans, reports, and grant proposals. Work is conducted primarily during daytime weekday hours at the WUPPDR office in Hancock, with some evening work and regional travel required.

#### Duties and responsibilities include but are not limited to:

- Assist local governments in matters pertaining to regional and community planning and development;
- Attend meetings of staff, governing bodies, and other regional stakeholders;
- Utilize Esri products to create custom maps and charts using local, regional, state, and national data sources;
- Maintain GIS database(s) through partnerships with data source agencies (cities, counties, regional governments, state and federal agencies; institutions of higher learning);
- Research and compile data for special planning studies and environmental reports and research written and computer records and documents;
- Perform fieldwork in conjunction with projects to create data sets for regional and local planning purposes; and
- Assist in preparation of and updating of zoning maps, land use maps, utility maps, and parcel and tract maps based on data obtained from public records, subdivision and parcel maps, and field surveying notes.

#### Eligibility Requirements:

- Bachelor's Degree with coursework in or related to planning, public administration, urban/regional studies, geographic information science, environmental science or policy, economic development, business administration, or communications;
- At least one year relevant experience;
- Proficiency with Esri products such as ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise, or comparable software for GIS activities;
- Proficiency with Microsoft Office applications; and
- Valid driver's license and reliable access to a personal vehicle.

**Other Required Skills/Characteristics:**

- Demonstrated strong writing skills
- Ability to manage projects from start to finish (conception, planning, implementation, and closeout);
- Ability to work effectively and efficiently under pressure and with frequent interruptions;
- Ability to organize and prioritize multiple assignments in a high-volume work environment;
- Ability to work with accuracy and attention to detail

**Desirable:**

- Public sector work experience
- Experience with:
  - Statistical research methods
  - Grant writing
  - Graphic design
  - Website content editing and management
  - Public involvement/engagement processes

**Compensation:** Benefits package commences on start date and includes health, dental, vision, life, and disability insurance; paid holiday, vacation, and sick days; and participation in the Municipal Employees Retirement System. Annual starting salary is up to \$35,000 commensurate with qualifications, and with opportunity for advancement.

