



**CITY OF WINSTON-SALEM**  
invites applications for the position of:  
**Project Planner - 207**

**SALARY:** \$24.59 Hourly  
\$51,145.94 Annually

**OPENING DATE:** 10/17/19

**CLOSING DATE:** 11/07/19 11:59 PM

**DESCRIPTION:**

Performs skilled technical work creating maps and performing analyses using the City/County GIS; completes reports and research projects; maintains department's web site; leads selected project assignments and related work as apparent or assigned. Work is performed under the limited supervision of the GIS Principal Planner.

**EXAMPLES OF DUTIES:**

- Obtains and compiles primary source data and transfers it to specific GIS databases, and performs analyses, creates applications, reports and/or map products based on that information in support of the department's and other City/County department's work.
- Designs and maintains GIS databases, applying quality control procedures to ensure accuracy.
- Maintains departmental web site.
- May meet with users to develop project requirements and then transfer requirements into design specifications used to obtain and develop GIS products/applications.
- Assists in the completion of planning documents by providing information and/or geographic information and/or products; may draft plans or reports, or sections thereof, on specific topics and develop plan recommendations;
- Creates maps or orthomaps and data in support of monthly zoning cycle, including entering metes and bounds property descriptions.
- Completes reports and researches projects; prepares recommendations to elected/appointed officials; researches existing policies, best practices, policies of peer cities, and collaboration with City/County staff or other stakeholders.
- Represents the department at various meetings with interdepartmental agencies, citizens, business interests, and elected/appointed officials; meets with stakeholder groups and meetings with elected/appointed officials; serves as staff administrator or liaison for various city/county committees; provides data to the state and US Census; Project Planner is also responsible for keeping supervisor apprised of progress.
- Manages projects to execute the Planning Department's key work program items; provides technical and customer support to users; assesses internal and external customer needs, maintains deadlines and milestones, facilitates meetings, researches best practices and existing conditions and presents project results to staff, the public, Planning Board and elected/appointed officials.

**TYPICAL QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree with coursework in Geography, Planning, Architecture, Landscape Architecture, or related field, and considerable experience with Geographic Information Systems and planning disciplines and development principles and regulations; web site maintenance experience; progressively responsible project management experience, public presentations, or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:** Knowledge of City policies and procedures; knowledge of fiscal and project management; advanced knowledge of and experience in using GIS software,

specifically possessing skills in database management systems, is required; ability to portray and use spatial and attribute data correctly; ability to read and map a metes and bounds boundary description; must be familiar with database-derived information for proper use in data analyses; advanced experience in cartography and map design; ability to perform spatial analyses and represent data appropriately on maps; a working understanding of programming languages and html is important; knowledge of the principles and practice of public planning; excellent writing and public presentation skills; advanced skills in using Microsoft Word, Excel, Access, PowerPoint software; skill in proofreading and performing data entry with a high degree of accuracy; ability to maintain absolute confidentiality; define problems, collect data, establish facts and draw valid conclusions; respond effectively to inquiries and complaints; and solve complex problems; ability to establish and maintain effective working relationships with supervisors, coworkers and members of the public.

**Physical Requirements:** This work requires the occasional lifting and maneuvering of up to 50 pounds; using hands to finger, handle or feel; requires extensive periods of sitting and repetitive motion; frequent speaking or hearing; and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting. Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SUPPLEMENTAL INFORMATION:**

- Certified Geographic Information System Professional (GISP)
- American Institute of Certified Planners (AICP) or other specialized certification (Recommended)
- **Valid driver's license in the State of North Carolina**

After conditional job offers are made, all prospective employees are required to consent to a background check, drug screen, and a physical examination. Anyone under the age of 18 will require parental consent for all pre-employment screenings and random drug/alcohol screenings during employment.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/winstonsalemnc/default.cfm>

Position #03848  
 PROJECT PLANNER - 207  
 HR

P.O. Box 2511  
 Winston-Salem, NC 27102  
 336 747 6807

[hrrecruiter@cityofws.org](mailto:hrrecruiter@cityofws.org)

Discrimination Policy:

The City of Winston-Salem does not discriminate on basis of sex, pregnancy, race, color, religion, nation of origin, age, sexual orientation or disability unless a bonafide occupational qualification exists.

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**Project Planner - 207 Supplemental Questionnaire**

\* 1. Do you have a valid North Carolina driver's license?

Yes  No

\* 2. If yes, please provide your driver's license number below:

\* 3. If, No, do you have a valid driver's license?

Yes  No

\* 4. Please provide your State and driver's license number below:

\* 5. Please note you will be required to obtain a North Carolina driver's license within 3 months of employment.

I certify that I have read this statement and agree.

I certify that I have read the statement and do not agree.

\* 6. Do you have the ability to lift and carry up to 50 lbs.?

Yes  No

\* Required Question