



Community Planner & GIS Specialist

Application Deadline: September 16, 2024

Start Date: October 2024

Salary Range: \$57,000 – \$75,000 (Dependent on experience and qualifications)

To Apply: Send resume and cover letter to Deb Cyr at dcyr@smpdc.org.

Southern Maine Planning and Development Commission (SMPDC) is seeking an organized, independent, and motivated Community Planner. This position will support the land use and transportation divisions with municipal planning board support, development review, long-range planning, ordinance development, and other regional planning initiatives. The other primary role of this position will be supporting all departments with GIS mapping, data management and visualization. Some responsibilities will require regular evening meetings, with options for compensatory time.

SMPDC is a non-partisan nonprofit that cultivates thriving, sustainable communities and strengthens local governments by leading planning and economic development for 39 member towns in southern Maine. SMPDC is a leader in land use planning throughout Maine. SMPDC works closely with member municipalities by providing direct planning board support, development review, ordinance writing services, and long-range planning services. SMPDC utilizes ESRI ArcMap, Pro, and ArcOnline products to produce maps for zoning, long-range planning, transportation analysis, and other report deliverables.

Responsibilities

This position will primarily support the land use and transportation divisions, and reports to the Land Use Division Director. GIS mapping responsibilities will support all departments. Primary duties include the following:

- Municipal planning board support and development review
 - Site plan and subdivision review according to local land use ordinances
 - Write memos and clearly communicate review to municipal planning boards
 - Provide staff support and guide municipal planning boards in their review of applications
- GIS mapping & analysis
 - Create clear and effective maps by request, for municipalities or specific planning projects
 - Create, maintain or edit GIS data and features
 - Manage data organization and maintenance
 - ArcGIS Online mapping or StoryMap design
- Ordinance development
 - Work with municipal planning boards to update or write new land use ordinances
 - Attend municipal public hearings to discuss updated and/or new land use ordinances
- Long-Range Planning, such as comprehensive and open space plans
 - Data analysis and research
 - Public engagement activities
 - Clear communication of findings with planning boards/committees and the community
 - Develop plan deliverables - reports, chapters, graphs or charts
- Other regional land use projects/programs
 - Assist with ongoing planning projects related land use, housing, transportation; may include project management, data collection & analysis, report drafting and other planning duties
 - Collaborate with colleagues on creative approaches to long-range planning challenges and projects
 - Assist with new grant applications

Desired Skills

Candidates should have excellent organizational and time management skills; strong written and verbal communication; superb attention to detail; and be able to work effectively independently and as part of a team. Experience with Microsoft Office and GIS software is required.

Minimum Requirements

Master's degree in community/regional planning or a related field with 2 years of experience, or bachelor's degree with 3 or more years of experience. Municipal planning experience preferred.

SMPDC offers a flexible work environment with opportunities for advancement and professional enrichment. The position offers a competitive benefits package and salary range commensurate with experience. SMPDC's office is located in a vibrant area, walking distance from both downtown Saco and Biddeford, which was just recognized as a 'Top 10 Small City in America for Food' by Food & Wine Magazine.

SMPDC is an Equal Opportunity Employer (EOM).

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