



COME TOGETHER & THRIVE

Job Description

Organization	City of South Euclid
Department	Planning & Development
Position	Planning & Development GIS Specialist; Permanent; Full Time; Non-Exempt
Address	1349 South Green Road, South Euclid, Ohio 44121
Supervisor	Planning & Development Director
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit-friendly community of approximately 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east-side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include large educational and medical institutions, small to medium advanced manufacturing companies, national retailers and restaurants, a variety of small retail businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a Planning & Development GIS Specialist to lead Geographic Information System (GIS) activities for the City. This will include, but not be limited to, the creation and maintenance of maps using data provided, the ability to use data provided to create story maps and other tools for all city departments to utilize, the ability to help interpret these maps and tools for all city staff. The Planning & Development GIS Specialist will also assist in managing, reviewing, and coordinating projects and development proposals for the Planning & Development Department and should be comfortable with making presentations at community meetings.
Position Responsibilities	<ul style="list-style-type: none"> • Participates in planning and development projects that include formal or informal project teams. • Prepares and presents maps and other tools for use by the various City boards and commissions including Planning Commission and Board of Zoning Appeals, to assist in their decision making process. • Administers the City's GIS software and hardware, including the ESRI Spatial Database Engine. • Researches issues, prepares reports, and correspondence on GIS issues. • Oversees the preparation of GIS maps, programs and reports for City Management and various City departments. • Uses GIS skills to create interactive data tools for various City departments, train City staff to have a basic understanding of how to utilize these tools, and assist with interpreting data as needed. • Supports and performs development, implementation, administration, and maintenance of GIS databases, analyses, and applications as assigned. Conducts complex geospatial and geostatistical analysis to support City projects and programs. • Builds and maintains good public and interagency relations by encouraging the sharing of information, providing support and participation in City related activities that align with City and stakeholder goals.

	<ul style="list-style-type: none"> • Performs technical and analytical GIS project management activities to include planning, scheduling and performance. • Provides GIS related analytical support as needed and as assigned to include, but not limited to, research, data management, map and application development, project progress tracking, etc. • Performs field inspections as needed to collect data to support project development and operational activities. • Serves as liaison with staff to ensure successful delivery of support services related to GIS (e.g. maps, data/analysis reports, project team participation, etc.) • Performs routine office tasks in designated program areas, including data entry, file management, copying, and scanning documents. • Attends public meetings, when necessary, to present various GIS tools to the public, and assist other Planning Department staff as appropriate. • Assists the Planning & Development Director with coordinating, overseeing, and managing development projects through the city's approval process. • Maintains regular attendance and punctuality. • Performs other duties of a similar nature as may be required.
<p>Position Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree in GIS, Landscape Architecture, Urban Planning, City Management, Political Science, Public Administration, or directly related field is required, an advanced degree is preferred. Equivalent experience can be substituted for this requirement. • Experience in the community development and/or local government field is preferred, however entry level candidates will be considered for this position. • A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available. • Strong written and verbal communication skills. • Comfortability engaging all community stakeholders as individuals and in large group settings. • Ability to work independently and demonstrate initiative during periods of minimal supervision. • Physical ability to operate a computer, climb stairs, and move or lift objects up to (30) pounds. • Availability to work a flexible schedule including occasional nights and weekends, with attendance expected at a variety of community meetings and events. • This position will offer a hybrid work environment. In accordance with the City's hybrid work policy, the selected candidate will have the opportunity to work both in an office environment and from home or a location of their choosing.
<p>Compensation</p>	<ul style="list-style-type: none"> • \$27.00-\$37.00 per hour; 40 hours per week; 80 hours per pay period. Exact salary is dependent upon qualifications and experience. • Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance. • Paid holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. • Employer sponsored health insurance including vision, dental, and life insurance options. • Ohio Public Employees Retirement System (OPERS).
<p>Equity & Inclusion</p>	<p>The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status.</p>
<p>Application</p>	<p>This position description was posted on January 14, 2025. To apply, candidates should submit a cover letter and resume in PDF format to humanresources@seuclid.com As part of the interview process, candidates will be requested to provide samples of past work. This position will remain open until filled.</p>

