

## South Eastern Council of Governments (SECOG)

**Title:**

GIS Technician/Planner I

**Hiring Range:**

\$47,161-\$70,742 annually plus benefits

**Job Summary:**

The South Eastern Council of Governments seeks a Geographic Information System (GIS) Technician/Planner I with hands-on experience, vision, and interdisciplinary skills. This is an opportunity to excel and grow in a dynamic organization in an expanding region. The position supports the technical and policy work of the municipalities and counties in SECOG's six county region and performs a wide range of challenging GIS and land use planning duties.

Examples of responsibilities include: maintaining geographic information system (GIS) databases; providing GIS analysis and mapping services for the MPO and SECOG region; and supporting other initiatives including project development, comprehensive planning, and public involvement and outreach activities. This position will require the applicant to seek contracts for creation, implementation and maintenance of county and city GIS programs. This position will also assist communities with land use planning assistance such as comprehensive plans, subdivision and zoning ordinances and municipal code as well as redistricting.

The demonstrated ability to work on several projects simultaneously and in a team environment is essential. Attention to detail and time management is imperative. Strong research, writing, analytical and public speaking skills are needed in order to write land use ordinances and technical papers and make presentations to both technical and public groups. The candidate must be able to tactfully work with a variety of people and be able to maintain confidential information. Candidate should be a motivated, self-starter with the ability to work independently to meet deadlines with a minimal amount of supervision. The position requires travel within the region, occasional long-distance travel, and frequent evening meetings.

**Status:**

Fulltime

**Minimum Qualifications:**

Graduation from a college or university with a bachelor's degree with a concentration in GIS, geography, computer science, or any such combination of education, experience, and training as may be acceptable to the hiring authority. A master's degree and at least three (3) years of technical experience in GIS mapping with working experience in the creation, and maintenance of a GIS systems coverages and including work with the related database information as well as data from other sources including CAD, parcel mapping, and aerial or satellite images is preferred. Possession of a valid driver's license is required.

**Submittal:**

Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director  
South Eastern Council of Governments  
500 N. Western Ave, Suite 100  
Sioux Falls, SD 57104

Or e-mail resume, cover letter, salary history, and professional references to: [lynne@secog.org](mailto:lynne@secog.org). Review of resumes will begin immediately.

**Additional Information:**

Visit SECOG's website ([www.secog.org](http://www.secog.org)) to obtain further information about the organization.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.