

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

We're looking for a detail-oriented individual with excellent technical skills to support Borough operations by taking the lead on global information systems, analytics, and reporting.

EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES

Insurance Coverage Starts Day 1 of Employment

Public Service Loan Forgiveness Qualifying Employer

Medical, dental, and vision insurance

Life and disability insurance

Professional development and training

Tuition reimbursement

Retirement plans

Employee assistance program

Paid leave and holidays

POSITION

Sustainable Community Policy and GIS Analyst

DEPARTMENT

Sustainable Community & Economic Planning (SCEP)

REPORTS TO

Director of SCEP

FLSA STATUS

Non-Exempt, Full-time

PAY RATE

\$28.93 – \$38.58/hour, dependent on experience

SCHEDULE

Monday through Friday, 7:30 am to 4:30 pm

POSITION SUMMARY: This professional position primarily leads efforts to collect, analyze, and visualize spatial data of the Borough of Carlisle to inform operational and policy decisions. The Analyst also assists in the administration of local economic development and sustainability programs including evaluating projects for grant funding and documenting associated data and deliverables.

The Sustainable Community Policy and GIS Analyst provides exceptional customer service and is expected to uphold the public interest and work collaboratively with management, staff, and residents to advance Carlisle's vision and reputation as a progressive, inclusive, and responsive government.

ESSENTIAL DUTIES & RESPONSIBILITIES: The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Serves as a resource for all Borough departments to identify and refine performance and equity metrics, set targets, and provide data to help them continuously monitor how well they are delivering their services relative to the strategic and long-range goals of Borough Council and regularly evaluate program effectiveness.
2. Leads the Borough's GIS and analytic work including maintaining and updating existing datasets, creating new databases, and maintaining database administration. Examples include creating interactive databases for public works activities, water service line materials, rental dwelling unit program participation, rights-of-way asset management, solid waste collection route prioritization and efficiency, and mapping the efficacy of mental health co-responder interactions with the public.
3. Provides GIS and data training and technical assistance across all Borough departments to ensure the quality of the data input and the ability for relevant staff to use the information. Examples include site visits and in-office meetings to help staff effectively use data collector, desktop, and online GIS applications for record keeping, public policy evaluation, and placemaking/story telling.
4. Leads or assists with projects to collect, review, and analyze departmental data and metrics; assists with identifying opportunities to improve the efficiency, equity, and effectiveness of Borough services and operations, both within the SCEP department and across other Borough departments.
5. Develops and maintains external- and internal-facing online performance dashboards, ensuring commitment to transparency and helping the public readily understand the work of Borough departments.
6. Maintains a working knowledge of the Borough's spatial and operational information and promotes the use of data analysis and GIS to achieve departmental goals.
7. Serves as the Borough's GIS administrative user including the maintenance of an ESRI Enterprise database. Work includes assigning GIS licenses and access control for all available desktop and online GIS applications and extensions.
8. Makes recommendations on the purchase of GIS equipment, software, and related data tools.
9. Assists in the administration of local economic development and sustainability programs including evaluating projects for grant funding and documenting associated data and deliverables.
10. Performs related work and assists other departments as assigned.

MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA: An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Bachelor's Degree in a related field of study.
- Three years of experience with creating, managing, analyzing, and visualizing data in a geographic information system, such as ESRI ArcGIS Pro.
- Experience providing education and training of technology to inexperienced users is desired.
- Valid Pennsylvania driver's license.

KNOWLEDGE/SKILLS/QUALITIES: The ideal candidate should possess the following:

- Proven track record of using data to inform operational and policy decision making.
- Demonstrated ability to gather, assimilate, and analyze information from a broad range of sources, develop easily understandable GIS maps and data visualizations, and effectively manage and synthesize large quantities of data.
- Demonstrated ability to communicate and present complex ideas to a variety of audiences in a variety of forms.
- Demonstrated ability to prepare succinct and accurate reports.
- Demonstrated ability to establish effective working relationships with employees, elected officials, and the general public.
- Demonstrated ability to understand and execute oral and written instructions.
- Demonstrated ability to maintain a professional demeanor under challenging circumstances and understand and interpret complex data and policy issues.
- Demonstrated curiosity around government operations and a commitment to learning.
- Committed to the principles of service, good governance, equitable service delivery, and being a lifelong learner.
- Demonstrated ability to act according to the highest standards of ethical behavior.
- Ability to present a positive image and attitude on a daily basis.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Work is typically performed indoors at a computer workstation but may be performed outdoors, in all types of weather conditions.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting less than 10 pounds.

- Use hands to handle, grasp, and write.
- See and communicate effectively.
- Must be able to use body to work, move or carry objects or materials.

Ready to apply?

Applications are on our website: www.carlislepa.org

For questions or to submit your resume and cover letter:

Contact: Human Resources

Email: apply@carlislepa.org or Call: 717-240-6923

Mail or Drop Off:

Borough Hall

53 West South Street

Carlisle, PA 17013

Or

Stuart Community Center

415 Franklin St.

Carlisle, PA 17013