



Maumee Valley Planning Organization

Serving Defiance, Fulton, Henry, Paulding, and Williams Counties

Planner/GIS Technician Position

The Maumee Valley Planning Organization (MVPO) is currently accepting applications for a Planner/GIS Technician. MVPO is a non-profit, regional planning agency servicing Defiance, Fulton, Henry, Paulding and Williams Counties in northwest Ohio. This position is full-time and pay will be commensurate with experience.

Job Responsibilities

The responsibilities of the Planner/GIS Technician include, but are not limited to: working with local governments to manage and develop land use programs, zoning regulations, as well as comprehensive planning documents; managing various functions of county Land Banks and demolition programs; managing local planning commission functions; implementing floodplain regulations; collecting and analyzing data; facilitating meetings; and presenting information to community groups and public officials. Frequently works in a team setting and coordinates work with that of other departments and public agencies. Performs other duties, as assigned, to assist in attaining and/or completing projects/programs that Maumee Valley Planning Organization administers. The Planner/GIS Technician will work under the supervision of the Executive Director.

Qualifications

At minimum, the position requires a four-year degree in Planning, Public Administration, Political Science, Economics, Geography, or related field. Successful candidate must possess strong written and verbal communication skills; knowledge and experience with ESRI's ArcGIS software, and be self-motivated. Applicant must be highly organized, personable and have the desire/ability to work as a team member. Experience with zoning/land use planning is desired, but not required. The successful candidate must maintain a valid driver's license.

Method of Application and Deadline

All interested applicants must submit a resume and three professional references, along with a cover letter. Samples of previous work are required.

Maumee Valley Planning Organization
1300 East Second Street, Suite 200
Defiance, OH 43512
Or e-mail to: mvpo@mvpo.org
No phone calls.

Application deadline is Friday, July 12, 2019. Equal Opportunity Employer.