ASSOCIATE RESEARCH PLANNER

Salary	$81,619.20 - $124,737.60 Annually	**Location** ⓘ	Arlington *METRO-accessible*, VA
Job Type	Full-Time Permanent	**Job Number**	3115-23I-CPH-SD
Department	Community Planning, Housing and Development	**Division**	CPHD Community Planning, Housing and Development
Opening Date	06/09/2023	**Closing Date**	6/29/2023 11:59 PM Eastern

<u>DESCRIPTION</u>   <u>BENEFITS</u>   <u>QUESTIONS</u>

Position Information

The Department of Community Planning, Housing and Development (CPHD), Research and Strategic Initiatives Group is seeking an **Associate Research Planner** to be a member of the Research Team that produces demographic and development research to support the Arlington Community.

The Associate Planner serves as a research and data analyst, which involves producing and maintaining large amounts of data, generating reports, working interdepartmentally, and responding to data requests from staff and community members.

Duties Include:

- Managing Arlington's Development Tracking program, which serves as the foundation of the Research Team's work;
- Assisting with the development of Arlington's population and employment forecast;
- Preparing high quality reports on past, present, and projected future demographic and development conditions, and other pertinent topics;
- Responding to and providing ad hoc demographic and development data support to CPHD, other County agencies, businesses, and the public;
- Performing GIS analysis, maintaining Research Team's GIS layers and coordinating with the DES Mapping Center;
- Assisting with preparations for decennial census and review of data products released from the U.S. Census Bureau;
- Assisting with data sharing agreement between Arlington Public Schools and CPHD;
- Preparing and maintaining online data visualizations; and
- Performing other job-related duties.

The ideal candidate must have strong quantitative, technical, and analytical skills, including effective presentation, written and graphic communication skills.

Selection Criteria

Minimum:

- Bachelor's Degree in Urban Planning, Geography, Data Science, or directly related field; and
- Two (2) years of experience in urban/community planning, development review, GIS, data analytics, and/or related field.

Substitution: Additional education may be substituted for experience. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Desirable: Preference may be given to candidates with a Master's Degree in related field and/or experience in one or more of the following:

- Managing and supporting local government demographic and/or land use studies and analysis, and engagement with interdepartmental staff and the public;
- Managing and analyzing large amounts of data; and/or
- Proficiency in using computer software programs for research, analysis, and reporting, such as Microsoft Excel, Microsoft Access, Microsoft Power BI, ArcGIS/ArcMap/ArcPro/Web GIS, Adobe InDesign, Adobe PhotoShop, Adobe Illustrator, etc.

Special Requirements

Applicants must possess, or obtain by the time of appointment, a valid driver license, or use alternative methods of transportation to perform duties at other locations. Applicant must authorize Arlington County to obtain, or they must provide, a copy of official driving record. Any offer of employment may be contingent upon a favorable review of driving record.

A pre-employment criminal records check will be conducted. It may include checks of the following: criminal record, driving record, education, reference check, professional licensure, and credit history. You may be required to sign a release authorizing the County to obtain your background information.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate upon hire and annually thereafter.

Additional Information

Work hours: Monday - Friday, flexible work hours generally between 9:00 am and 5:00 pm, and telework permitted. Occasional evening work may be required.

The official job title is Planner, Associate. The pay range listed above is effective June 18, 2023.