

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: Real Estate

POSITION: GIS Specialist

Position Summary

This position is primarily responsible for assisting the Real Estate Department in carrying out duties related to acquisition, disposition and property maintenance, and preparing for neighborhood planning activities and strategic site evaluation and acquisition related to new developments on behalf of the Urban Redevelopment Authority of Pittsburgh (URA). This position is basically an office position; however, work is performed in the field on an as-needed basis. This position creates and maintains GIS shapefiles with geographic and property data as available. Such information may include information on the condition and characteristics of property, such as ownership, location, lot size and dimensions, etc., and monitors routine maintenance of URA-owned lots. This position also prepares a wide range of graphic material which is used URA-wide for planning, engineering, educational, survey, legal (courtroom), and demonstration purposes. This employee works under general supervision of the Real Estate Manager following accepted practices and procedures.

Examples of Representative Duties

- Collects, integrates and analyzes spatial data to support decision making processes at the URA
- Prepares maps, drawings, plot plans, and views drawings, preliminary disposition plots, acquisition plot plans, charts, graphs, and other materials as required
- Integrates, updates and maintains data from various internal data sources
- Works with Allegheny County, Department of City Planning, Bureau of Building Inspection, Public Works, Pittsburgh Water and Sewage Authority as well as University and Third Party sources of data such as, RealStats to compile information in maps and graphs to support the real estate activities of the URA
- Reproduces a variety of graphic displays as assigned
- Attends monthly board meetings to present visual aids associated with projects on the agenda
- Monitors and maintains required records for each assigned project
- Performs such other duties as may be required

Qualifications

This position requires comprehensive knowledge of ESRI ArcGIS programs including ArcMap and ArcGIS online, completion of at minimum a technical school certification program in drafting, 4-year degree in Urban Planning with an emphasis on GIS, plus 2 years experience including site plan preparation and graphic display. Knowledge of HTML/JavaScript/Python is a plus. This position requires cartographic and presentation skills, as well as the ability to convey GIS and spatial information to non-technical users. The ability to establish and maintain effective working relationships with co-workers and prepare a variety of graphic displays on the basis of general guidelines is needed. Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

Darnell Griffin-Benton (Ms.)
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