GIS and Research Specialist
Job Posting

The mission of the Cuyahoga County Land Reutilization Corporation (CCLRC), a non-profit corporation, is to strategically acquire properties, return them to productive use, reduce blight, increase property values, support community goals and improve the quality of life for County residents. Reporting to the Director of Information Technology and Research, the GIS and Research Specialist will provide data analysis and mapping, applications testing, and minor software/hardware installation.

Basic Functions:
- Data analysis and mapping
- Software applications testing
- Creation of training materials and process documentation
- Minor software and hardware installation

Principal Duties and Responsibilities:
In addition to the duties and responsibilities appearing below, all CCLRC staff are expected to perform any tasks necessary to ensure the orderly, efficient operations of the CCLRC. Furthermore, all CCLRC staff must be available to attend some evening and weekend meetings in order to represent the CCLRC. The GIS and Research Specialist must be able to attend conferences, trainings and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position. The GIS and Research Specialist will perform duties as follows:

1. **Data analysis and mapping**: The GIS and Research Specialist will be involved in GIS mapping, data analysis, and data quality control consistent with the CCLRC's policy, goals, and objectives; such tasks include, but are not limited to the following:
   - Assist in the management of the tax foreclosure affidavit inspection process to ensure tax foreclosure candidates are proceeding to the CCLRC in a manner consistent with CCLRC policy.
   - Use public records to identify and ensure other properties owned by developers and rehabbers interested in renovating CCLRC properties are in a condition to not violate the CCLRC's Property Transfer Policy.
   - Provide summary statistics of CCLRC internal data as it relates to specific program metrics and outcomes.
   - Review internal CCLRC property inventory data to check for inconsistencies and missing information.
   - Perform data analysis and GIS mapping using all available sources to aid the CCLRC and/or its community partners with data driven site selection for specified projects.
   - Receive and respond to mapping information and data requests from the Director of Information Technology and Research, President, Chief Operating Officer, Information, Planning, and Special Projects Manager, and other Department Directors in a timely and efficient manner.
2. **Software applications testing**: The GIS and Research Specialist will assist the Director in performing applications testing and evaluation related to software products used by the CCLRC.
3. **Creation of training materials and process documentation**: The GIS and Research Specialist will be involved in the creation of user and training materials for software developed by the CCLRC and procedures used at the CCLRC.
4. **Minor software and hardware installation:** The GIS and Research Specialist will be expected to install software and perform troubleshooting on user workstations. Other duties related to the maintenance and performance of CCLRC workstations and network will be assigned as needed.

Special Knowledge Required:
Ability to work well under pressure, organization skills, strong attention to detail, good judgment, strong decision making skills, ability to work as part of a team, and the ability to rapidly adjust as priorities change. Also, the GIS and Research Specialist should have working knowledge in GIS, data analysis, and statistics. It is also required to have knowledge of public real estate data such as Auditor, Recorder, Treasurer, Sheriff, Court, and be familiar with the data sources in NEOCANDO.

Education and Experience:
A Bachelor's degree in Planning, Public Administration, Geography, Computer Science, Urban Studies, or Real Estate is required. A Master's Degree in Public Administration, Planning, Geography or any other real estate field is preferred. Expertise with Microsoft Excel, Access, or other statistical software package is required. Experience using Geographic Information Systems is required. A minimum of six months experience using real estate data and GIS for analysis is required. Experience with ArcGIS Online, VB/Python scripting in ArcGIS, or other programming is preferred.

Compensation: $42,000 to $50,000 annually, commensurate with experience. Good benefits.

To be considered: Please send resumes to Michael Schramm (schramm@cuyahogalandbank.org) by 5pm on May 31, 2019. No phone calls please.

The Cuyahoga County Land Reutilization Corporation is an Equal Opportunity Employer.