Zoning Research Analyst (Temporary Position)

The Metropolitan Area Planning Council seeks a candidate interested in working on an eight- to ten-week temporary position to finalize a regional database of zoning information. The position, working in the agency's Data Services Department, will organize recently collected information about municipal zoning and standardize the zoning codes to create a regional comprehensive dataset through research and outreach to municipal staff. This information will be used to guide the land use modeling work for MetroCommon 2050, Greater Boston's next regional plan. Tasks will include review of digital zoning data submitted by member municipalities; interpreting zoning attribute data; standardizing zoning codes to create a comprehensive region-wide dataset; database management; and outreach and coordination with municipal staff. This is an opportunity to work in a dynamic, multidisciplinary department focused on using data and analysis to support regional planning and policymaking, and could lead to additional engagement with MAPC.

Primary Responsibilities

- Review and interpret zoning attribute data provided by member municipalities and conduct additional zoning bylaw research to complete and confirm all zoning district attributes.
- Review digital zoning data submitted by member municipalities and edit the data as necessary using ArcGIS software.
- Coordinate with municipal staff to collect missing data or clarify content.
- Standardize municipal zoning data into a region-wide schema.
- Edit, geocode, or verify other spatial data as needed.
- Respond to email and telephone data inquiries from municipalities and allied organizations

Qualifications

The following are required qualifications for the position:

- Familiarity with Massachusetts local planning processes and zoning bylaws or ordinances.
- The ability to interpret and make judgements about ambiguous zoning requirements.
- Demonstrated experience with ESRI software, including ArcGIS and ArcCatalog.
- Strong data management and organizational skills, with a personal commitment to the quality of the product's content.
- Strong organizational and time management skills, including the ability to coordinate multiple, complex data collection activities.
- Ability to communicate effectively, both orally and in written form, with external partners including municipal staff and the general public.

The following are preferred qualifications for the position:

- Familiarity with topics and principles related to smart growth, regional planning, sustainable development, and social equity.
- Experience with creation and management of geodatabases.
- Experience working with diverse data sets from federal, state, and local agencies.

About MAPC

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by *MetroFuture: Making a Greater Boston Region*, our regional policy plan for a more sustainable and equitable future, which was adopted in 2008. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, an informed public, and equity and opportunity among people of all backgrounds. MAPC's staff includes approximately 75 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office. For more information about MAPC and *MetroFuture*, visit www.mapc.org/about-mapc and www.mapc.org/metrofuture.

About the Data Services Department
The Data Services Department is a team of a dozen planners, analysts, researchers, programmers, and IT professionals dedicated to using data and technology to support informed decision-making. We provide mapping and analytical services to support MAPC's local and regional planning activities, develop new datasets, conduct independent research, prepare population and land use forecasts, and serve as a resource for municipalities, state agencies, and community organizations. Our research and modeling activities are applied in a wide variety of contexts: MAPC projections are used for regional transportation modeling, local master planning and rezoning activities, and state policy development. This position will offer you opportunities to build relationships with numerous public and private sector collaborators throughout Massachusetts, and to build new connections and cultivate new partnerships. To learn more about our work, visit http://data.mapc.org.

Compensation
$25 - $30 an hour, depending on qualifications. This is a temporary (8 to 10 weeks) paid position up to full-time (37.5 hours per week) with flexibility.

How to Apply
The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter, resume, and data project example. Those who are interviewed will be asked to submit three (3) references.

Apply online at www.mapc.org/jobs. Please attach a cover letter, résumé, and portfolio that includes a writing sample and GIS project example. A review of applications will begin immediately. The position is open until filled. Candidates must have legal authorization to work in the USA.

MAPC is an EOE/AA employer. MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.