



Employment Opportunity

Columbia 9-1-1 Communications District

Announces a Position Vacancy for

GIS Specialist

Updated: June 22nd, 2021

The Columbia 9-1-1 Communications District, St Helens, Oregon is seeking a full-time Geographic Information Systems (GIS) Specialist to join the Columbia 9-1-1 Communications District staff. Columbia County with a population of approximately 52,500 covers approximately 687 square miles of the beautiful Northern Oregon region. Columbia County has 62 miles of Columbia riverfront with deep water ports. The Columbia River is a major route for ocean going vessels and is a popular playground for fishing, boating, camping, and windsurfing. Columbia 9-1-1 Communications District is a small but very busy 9-1-1 Emergency Services Dispatch Center which handled 67,800 Calls for Service and 75,000 Phone Calls in 2020.

Minimum Qualification Requirements

Minimum Qualifications:

- No Disqualifying Criminal History
- Valid Driver's License and Proof of Vehicle Insurance
- Education – Minimum of an associate degree in Geography, Computer Science, Engineering, or related field; *or* a GIS Certificate; *or* three (3) years' experiences with similar responsibilities and training that would provide the required knowledge, skills, abilities, of the position
- Knowledge of 9-1-1 or public safety systems and technical needs
- Ability to understand and interpret geographical locations, latitude and longitude, boundaries and applications of the jurisdictions served
- Working knowledge of Microsoft Windows, Microsoft Word, Excel, and PowerPoint
- Excellent organizational skills and highly detailed
- Effective oral and written English communication
- Ability to make independent decisions and solve problems pertaining to areas of responsibility
- Flexibility to work with others on projects that are not GIS based

Preferrable Qualifications:

- Two (2) years' experience supporting GIS in a complex work environment
- Experience or Training in ArcGIS or the District's current CAD system
- General understanding and experience with GIS
- Experience working within a complex system of various integrated computer programs
- Basic understanding of computers, servers, and networking equipment with the ability to trouble shoot issues as they arise
- Basic understanding of computer programming languages such as Python

Position Facts of Interest

- Salary range \$4,778 - \$6,098 monthly with full benefit package including health insurance, sick and vacation leave, and retirement fund
- This is a key position within C911CD that maintains a variety of integrated databases including, Enhanced 9-1-1, mapping, geographic information systems to reconcile information in a computer aided dispatch system
- Must be able to remain calm in high stress situations

Process

Friday, June 4 th , 2021	Posted internally to employees of C911CD
Friday, June 18 th , 2021	Internal posting closes at 17:00
Tuesday, June 22 nd , 2021	Posted externally
Monday, July 5 th , 2021	External posting closes at 17:00
Tuesday, July 13 th , 2021	Panel Interview and technical aptitude testing for selected applicants

A conditional employment offer will be made the week of July 19th-23rd, 2021, with a projected hire date for mid-late August 2021.

A background investigation and medical/drug screening will be required for any external applicant selected for the position, prior to employment.

To Apply

Internal Applicants:

- A letter of introduction
- A brief summary of work history
- Why you are interested in this GIS position and what makes you an ideal candidate and how you can bring enhancements to this organization.

External Applicants:

- Submit a complete online application:
 - www.columbia911.com/general/webform/gis-specialist-application-packet
- Submit a letter of introduction to include why you are interested in this GIS position and what makes you an ideal candidate and how you can bring enhancements to this organization.
 - Letter of introduction can be included with application or emailed directly to Executive Director Mike Fletcher mfletcher@columbia911.com

Questions: Email Mike Fletcher mfletcher@columbia911.com

This vacancy is open until filled.