



GIS Specialist

Date Updated: June 4, 2021
Position Title: GIS Specialist
Supervisor: Technical Manager
Supervision Exercised: None

Position Overview: Under the supervision of the Technical Manager, the GIS Specialist will maintain a variety of integrated computer databases, to include Enhanced 9-1-1, mapping, and geographic information systems (GIS) according to the parameters and preferences set by the District and its participating agencies. As a part of the Technology Division of Columbia 9-1-1, this position will be expected to occasionally support information technology (IT) equipment needs both internally and externally for the Districts' partner agencies.

This position will apply GIS technology to update, reconcile and correct discrepancies related to the following systems/programs:

- Enhanced 9-1-1 information
- Computer aided dispatch (CAD)
- Geographic files (geofiles)
- Master street address guide (MSAG)
- Automatic number identification/automatic location identification (ANI/ALI) records
- Automated vehicle location (AVL)
- Community Alert Network (CAN)
- Tower validations, wireless routing, and boundary information for wireless carriers

Working Environment: Work is performed at the Columbia 9-1-1 Communication District office and travels as necessary for meetings, training, and other responsibilities.

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

Essential Job Functions:

Physical:

- Must be able to operate necessary equipment
- Visual and hearing acuity required

Mental:

- Must possess ability to remain calm in stressful environment of crisis & emergency events
- Must be able to understand and perform all GIS and mapping requirements

Job Duty Outline:

- Regularly applies independent judgment, discretion, and confidentiality related to the management and administration of District information technologies and GIS systems
- Regularly develops and maintains clear communications and productive working relationships with the District Management and other staff in the day-to-day operation, quality control and user training of these functions and systems
- Maintain the Master Street Address Guide (MSAG) for the service area served by Columbia 9-1-1 Communications District within Columbia County for the purpose of Enhanced 9-1-1
- Work with enhanced 9-1-1 equipment and database vendors, wireless, wireline, internet, and other communications utilities to maintain the MSAG
- Work with local planning departments and emergency response agencies to update, validate and maintain the MSAG and associated systems
- Develop and train employees on mapping, GPS, or other programs as necessary
- Ability to learn, implement and support the policies, procedures and practices of the District
- Maintain updated systems and data
- Perform in-depth research and analysis, preparing reports of system findings if necessary
- Provide support of information technology (IT) equipment for the District and partner agencies
- Understand and demonstrate adequate level of proficiency to perform core functions of the CAD Specialist position