

BALDWIN COUNTY EMERGENCY COMMUNICATION DISTRICT

JOB DESCRIPTION

POSITION: GIS Specialist

GENERAL STATEMENT OF PRIMARY DUTIES:

The GIS Specialist is a highly skilled position with comprehensive knowledge of Addressing systems. The primary responsibilities are to develop models, build scripts, conduct geospatial analysis, publish services in ArcGIS Online/Portal, design maps, create and update data using a Geographic Information System (GIS) and to provide information for the maintenance of the District's Addressing Plan and database(s). Assigns and verifies addresses for residents and businesses.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the GIS/Addressing Manager and is evaluated through conferences, efficiency and effectiveness of the operations, and yearly progress reports.

GENERAL DESCRIPTION AND ESSENTIAL JOB TASKS:

The following are examples only. Other tasks may be assigned as necessary.

- **Addressing System Management:** Manage and maintain accurate addressing data within the GIS, ensuring alignment with relevant standards and protocols. Collaborate with local authorities to update and validate addressing information.
- **Emergency Response Mapping:** Develop and update spatial datasets to support emergency response activities. Create maps that assist public safety personnel in navigating and responding to incidents efficiently.
- **GIS Database Maintenance:** Regularly update and maintain GIS databases related to public safety, ensuring data integrity and completeness. Conduct routine audits to identify and rectify discrepancies.
- **Collaboration with Stakeholders:** Work closely with public safety agencies, local government officials, and other stakeholders to gather and integrate relevant GIS data. Provide technical support and training to ensure effective use of GIS tools.
- **Geospatial Analysis:** Conduct geospatial analysis to identify patterns, trends, and potential areas of concern for public safety. Use spatial analysis techniques to enhance decision-making processes.
- **Map Production:** Generate clear and informative maps for public safety purposes, incorporating relevant data layers such as addressing information, emergency facilities, and evacuation routes.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

- Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak English with sufficient clarity to be understood by others on the telephone or

BALDWIN COUNTY EMERGENCY COMMUNICATION DISTRICT

in person. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand written correspondence, memoranda and directives. Must have the ability to report events and information (technical and non-technical) in writing legibly and accurately, using proper English grammar and structure;

- Must have the ability to act in a decisive manner, using good judgment. Must have the ability to maintain objectivity in the decision-making process; the ability to effectively prioritize situations and information and make appropriate decisions based on information received. Must have the ability to learn and apply new information, remember numerous details and handle a variety of rapidly flowing information at once;
- Must be consistent in dealing with people. Must have the ability and willingness to accept criticism and/or discipline; the ability and willingness to accept responsibility for actions. Must have the ability to contribute to a pleasant work environment by maintaining a positive attitude when carrying out duties and complying with Center policies; the ability to work cooperatively with supervisors and establish cohesive, effective relationships with peers (i.e. team worker abilities);
- Must have the ability to act in a mature, dependable fashion; ability and willingness to maintain dependable work habits such as reporting to work on time, with little prompting and intervention. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all electronic, telephone and personal contact. Must have the willingness and ability to respect private, confidential information; the ability and willingness to support and carry out directives;
- Must be able to provide high quality, accurate work; the ability to complete required reports in a timely manner. Must be able to perform multiple tasks simultaneously; be able to do several things at one time and remain focused under stress. Must have the ability and willingness to adjust to new or unique situations or environments; the ability and willingness to show initiative in completing work assignments; the ability to allocate own time efficiently;
- Must have the ability to use GIS software tools for map production and design maps and dashboards that are accurate, readable and graphically pleasing. Must have the ability to translate technical concepts and terminology in terms understandable to the public, elected officials and agency heads; the ability to explain concepts and procedures to diverse groups in an easy to understand and professional manner. Must have the ability to operate various specialized equipment such as GPS units and plotters. Must have the ability to develop and maintain effective liaisons with other governmental agencies, public officials and construction and real estate representatives;
- Must have a strong knowledge of public safety communications equipment, practices and procedures;
- Must have the ability to use arcade, python, and model builder to handle repetitive tasks and data cleanup;
- Experience using Esri software, to perform various spatial analysis;
- Understanding of the National Emergency Number Association (NENA) GIS and Addressing Standards;
- Knowledge of mapping reference, projection and coordinate systems;
- Knowledge of topographic and other mapping symbols, markers shade and line sets used in

BALDWIN COUNTY EMERGENCY COMMUNICATION DISTRICT

GIS applications;

- Knowledge of data entry and spreadsheet applications;
- Knowledge of Center policies and procedures; goals and mission and rationale for same;
- Knowledge of geographical area Center serves (i.e. familiarity with street names/layout; landmarks, numbering scheme, rivers, lakes, freeways, areas covered by responding agencies/departments, etc.);
- General knowledge of organization and functions of public safety responders (i.e. police, fire, EMS, etc.).

PHYSICAL REQUIREMENTS:

Must have the ability to hear and understand sound sources spoken orally. To speak and write English clearly, read and understand written communications and discern visual images on a variety of media; to record names and numbers accurately, i. e. not transpose numbers and/or letters; to write and draw legibly, often creating very small letters and/or numbers. Must be able to lift and carry objects weighing up to 50lbs.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE:

- High school diploma or G.E.D. and completion of certified technical training, including coursework in geography, urban planning, computer science, addressing, engineering or cartography.
- Bachelor's degree in a Geography-related field or closely related discipline preferred.
- Familiarity with 9-1-1 systems and emergency services workflows preferred but not required.
- Experience working with Esri software preferred. ie. ArcGIS Pro, Enterprise, ArcGIS Online.
- Three years of on-the-job experience in computerized mapping and Geographic Information Systems (GIS) applications, as well as work with dBase and/or Microsoft Access, and property descriptions desirable.

SALARY:

We offer a competitive salary range of \$52,000 to \$64,000 commensurate with experience and qualifications. The final salary will be determined based on factors such as skills, expertise, and demonstrated performance during the interview process. Additionally, our compensation package includes benefits such as paid employee health insurance, State of Alabama Retirement Tier 1 benefits, paid vacation and sick leave, 12 paid holidays each year, paid retiree insurance after 15 years of service, and opportunities for professional development. We are committed to offering fair and equitable compensation to attract and retain top talent.