

SMITH COUNTY 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT

Job Description

Position : **GIS Coordinator**
Hours : **F/T Regular (40hours/week)**
Pay Class : **Non-Exempt**
Salary :

Primary Responsibilities:

Responsible for the District's GIS data.

Recommends new approaches, policies, and procedures to effect continual improvements in efficiency and services as it pertains to the GIS program.

Responsible for creating and accuracy of 9-1-1 required GIS data and ensures they meet NENA Standards for the deployment of GN9-1-1.

Responsible for transitioning and maintaining GIS data into the NG911 systems.

Responsible for maintaining the tabular Master Street Address Guide (MSAG) and transitioning it to a GIS maintained MSAG.

Responsible for validation of the ALI and LVF databases.

Works with Wireless and VoIP to ensure correct routing of 9-1-1 calls.

Develops and prints maps as needed.

Reviews plats and annexation.

Secondary Responsibilities:

Assist with all phases of implementing NG911 transition

Develops and maintains procedures for assignment of new addresses.

Performs other job-related duties as assigned.

Education and Experience:

Graduate from an accredited college or four (4) years' experience in GIS, Telecommunications, or an equivalent combination of education and experience. Have knowledge of GIS functions and capabilities and have an understanding of how GIS technology can be applied in 9-1-1.

Special Requirements:

ArcGIS is required.

Ability to communicate successfully verbally and in writing.

Proficient in Microsoft Office Professional.