



JOB DESCRIPTION

Position: GIS Specialist
Reports To: Technology Program Manager
FLSA Status: Non-Exempt
Last updated: 10/14/2022

Core Values: Ethics, Professionalism, Encouragement, Innovation

Position Summary:

This position works within the Information Services department and contributes to the overall success of information technology (IT) services supporting the Jefferson County Communications Center Authority (Jeffcom). Primary responsibilities include performing data and layer maintenance of 911 systems to include Computer Aided Dispatch (CAD) and Mobile Data Terminal (MDT). Other duties include but are not limited to creating maps, spatial data processing, and data collection. This is a customer service-oriented position responsible for a variety of technical and professional duties.

Supervision Received:

Works under the direct supervision of the Technology Program Manager. Receives tasking, guidance, and general supervision from Senior GIS Analyst.

Supervision Exercised:

None.

Essential Duties, Functions and Responsibilities

(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

- Act as a representative for addressing and mapping considerations. Implement GIS data updates and corrections as necessary.
- Perform data and layer maintenance for parcels, addresses, street centerlines or other similar data types.
- Develop and maintain Geographic Information Systems (GIS) in cooperation with Jeffcom stakeholders, providing digital maps, map books, geographic databases, data files, and other mapping products.
- Produce maps of various sizes and complexity for Jeffcom as needed.
- Generate tabular and/or graphic data sets to standard formats such as Excel, CSV, PDF, JPG, TIFF.
- Work directly with customers to achieve successful map and data delivery.

- Field help desk requests from end users and customers related to agency GIS systems.
- Collect GIS data from a variety of sources.
- Perform database queries and tasks related to maintaining the Computer Aided Dispatch system database.
- Maintain the MSAG (Mater Street Address Guide) database in partnership with agency contractors.
- Provide GIS training to Jeffcom personnel.
- Must maintain confidentiality at all times for our citizens, emergency responders, and employees, including Protected Health Information (“PHI”) as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in a sensitive, information-rich environment.
- Complete job-related trainings and continuing education to maintain and expand skills and knowledge as assigned and required.
- Promote a positive, professional image of Jeffcom at all times.
- Maintain regular, predictable and punctual attendance
- Regular and predictable attendance is required, including the ability to work more than 40 hours in a work week, including evenings, holidays, and weekends, including being on-call as needed and promptly handling urgent calls for service regarding system problems and outages during off-duty hours.
- Maintain data files and other computer systems as necessary.
- Demonstrate knowledge of Jeffcom’s rules, policies and procedures included in Jeffcom’s Personnel Rules, Policy Manual, and Standard Operating Procedures.
- Work cooperatively with vendors, emergency responders, members and user agencies and co-workers.
- Remain calm and effective during emergencies, even during heavy workloads, exercise good judgment, prioritize emergent and non-emergent situations accurately, and obtain and act on information quickly and accurately.
- Make presentations to public groups, local government representatives, management, and boards.
- Perform multiple tasks simultaneously while remaining detail oriented.
- Investigate and analyze information/data and draw accurate conclusions.
- Read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Perform any additional duties as assigned.

Minimum Education, Experience, License and Certification Requirements:

- An Associate's degree in GIS or related field of study, such as urban land use planning, cartography, or computer science. Commensurate years of experience will be considered in lieu of an associate or bachelor's degree.
- At least one year of experience working with ESRI GIS products, including ArcGIS 10 or above. Two or more years preferred.
- ArcSDE and geodatabase editing in a versioned environment.
- Experience in a Public Safety operations environment is preferred.
- Ability to obtain CCIC/NCIC certification within six (6) months of hire. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.
- Possess and maintain a valid Colorado driver's license and acceptable driving record.

Required Knowledge, Skills and Abilities:

- Specific knowledge of coordinate systems and geographic transformations.
- Excellent written and verbal communication skills.
- Technical troubleshooting, creative problem solving, and resourcefulness.
- Excellent working knowledge of Microsoft Windows, Windows Server, Microsoft SQL Server and Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Computer networking and SQL database experience is required.
- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.

Physical Demands:

Lifting and Carrying:

Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.

Body Positions:

This position will involve sedentary, administrative work in an office environment. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.

Vision and Hearing:

Use of sensory activities, such as talking, seeing, and hearing, will be required frequently. Position requires close vision and the ability to adjust focus.

Mental Requirements:

Information Retention:

Must be able to read, remember and use policies, procedures, criminal laws and ordinances that apply to the position.

Language Ability:

Must be able to speak English clearly and concisely to communicate with callers, emergency responders, and co-workers.

Reasoning:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems with good judgment and decision-making skills.

Work Environment and General Information:

Work in a restricted access area, typical office environment with other staff speaking on phones and radios in communications center. Occasionally may have to work in server room or other equipment areas that are kept at lower temperatures for periods of time to repair, maintain or replace equipment. Contact with other public jurisdictions and members of private industry. Contact with employees in work unit and in other departments. Work under general supervision with supervisor available to resolve unusual or complex work problems.

ADA Compliance Statement:

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact the Human Resources Manager.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Executive Director 09-30-2022
Date



Human Resources 9/30/2022
Date

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the HR Manager.

Employee Signature

Print Name

Date