

Job Description

Position Title: GIS/GPS Mapping and Addressing Coordinator

Department: Administration

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Must be approved by the County Manager.

Holiday Pay: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding holiday pay

Probationary Period: Employee must complete a nine (9) month probationary period with satisfactory evaluation.

F.L.S.A.: Regular full-time position

Classified. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: County Manager

Minimum requirements:

Must possess a high school diploma or GED. Must possess a valid driver's license, must be able to pass a drug test and maintain a drug free environment, must be free of felony convictions and able to pass a stringent background check, must have the ability to communicate effectively in written and oral English, knowledge of the coordination of GIS/GPS projects among a variety of end-users, knowledge of Phase 1 and Phase 2 Wireless Communications, knowledge of VoIP, knowledge of the principles and practice of land surveying, mapping, usage of aerial photography and satellite imaging, and global positioning systems, knowledge of systems development quality control assurance procedures and methodologies and of cartographic production and designs; knowledge of computerized data compilation and conversion techniques, NT workstation environments; database management systems, and graphic applications and software including ARC/INFO, ARCNEWS, and Auto-Cad programs, knowledge of mini- and micro-computer systems running over a client-server network. Skill in project management for large information systems. Skill in communicating effectively, both orally and in writing on technical subjects, in presenting project information and reports, and in establishing and maintaining effective working relationships with co-workers, consultants, user departments, and other government agencies. Ability to act in an independent and conscientious manner using sound judgement. Must be analytical, highly organized, a self-starter, results-oriented individual, able to keep confidence. Knowledge of how to maintain mapping systems.

JOB SUMMARY:

Under the supervision of the Manager this position performs a wide range of duties and skilled work. The position is responsible for ensuring that Addressing / GPS Mapping meets objectives by planning, correcting and verifying all phases; works with user departments of SCRDA County of Sierra and City of Elephant Butte; to receive addressing information and to report on performance and status of GIS / GPS phases to PSAP Manager, to the County Manager, City Manager of Elephant Butte; coordinates with SCRDA staff on updated center lines and new addresses and performs other assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Insures the customer street name, house number, odd, even or both sides of the street designation, the community and the ESZ number designation is correct. Verifies information against the MSAG and investigates and resolves discrepancies or refers discrepancies to the appropriate addressing organization. Assists in making changes/updates affecting the MSAG and or ESZ's. Provide SCRDA with corrected information or changes as they occur.

Providing initial MSAG (Master Street Addressing Guide) data in the standard format for the entire E-911 and W-911 service area:

Street name

House number

Odd, Even or both sides of street designation

ESZ number designation (Emergency Service Zones)

The MSAG defines all possible valid address locations.

Owner of property and phone number if necessary, or available.

Investigates and resolves addressing discrepancies in conjunction with the SCRDA E-911 and W-911 Coordinator in a timely manner; discrepancies resulting when customers addressing does not match the current MSAG.

Provides and or obtains appropriate sign-off's as to current validity and accuracy of MSAG, initially and ongoing. The parties acknowledge that the absolute accuracy of the MSAG cannot be certified and that the validation shall be effective only as of the date certified.

Coordinates the street addressing activities of all city and county areas as required by Enhanced 9-1-1, including assigning or providing addresses to rural individuals when necessary.

Assists in advising the SCRDA E911 / W911 Coordinator of all changes/updates affecting the MSAG and or ESZ's. Examples of such changes/updates include:

Street name changes

Range changes

Boundary changes

Emergency Service Zone Changes

New Street establishment

Annexation

House Numbering Changes

Change of Agencies (Law Enforcement, Fire & EMS)

Provides current and up to date maps for the County and to all Emergency Services.

Develops call handling agreements, when required with neighboring counties, in conjunction with the SCRDA Administrator.

Mediates E-911 and W-911 geographic problems, boundary disputes, address assignments addressing standards questions.

Coordinates with the County of Sierra, City of Elephant Butte and SCRDA in receiving data on their PHYSICAL addresses given out.

Responsible for maintaining a data base of all addresses for the entire County of Sierra.

Responsible for keeping abreast of all training from the State E-911 W-911 GIS Training held several times throughout the year. (All training must be pre-approved by the County Manager and the SCRDA Administrator for state reimbursement.)

Must comply with all rules and regulations listed in the NMAC 10.6.2.1 thru 10.6.2.17.

Must continuously update all mapping records with all entities.

Update and Maintains addresses on all Sierra County Assessor records.

Other duties as assigned.

PHYSICAL FUNCTIONS:

Ability to lift up to 60 pounds (i.e. up to one-third of work day) from ground to waist level as needed.

Ability to sit up to four hours at one time, and up to seven and one-half hours total per day.

Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.

Ability to climb onto and off of, and crawl about vehicles, as needed.

Ability to crouch, kneel and remain in a prone position for up to four hours at one time, and up to eight hours per day.

Ability to bend at waist and twist/rotate waist as necessary in excess of 100 times total per day.

Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.

Ability to push/pull with arms with a force of up to 50 plus lbs. while performing labor work.

Ability to maintain balance while walking in areas of undeveloped terrain

FUNCTION ANALYSIS:

Must be able to ask questions of the public, supervisor and listen to and follow directions in English.

Must be able to communicate verbally and professionally with coworkers and public.

Must be able to operate and read accurately all GIS / GPS and Computer equipment.

Must be able to read and understand manuals and interpret scale drawings in order to visualize and accomplish all necessary addressing and mapping issues.

Must be able to apply math skills to calculate necessary addressing and mapping issues.

Must be able to learn and adapt to changes of new technology and methods in the Mapping and Addressing realm.

EQUIPMENT, TOOLS AND MATERIALS:

Utilizes any equipment, tools and materials necessary to accomplish the duties described in the "Essential Duties and Responsibilities" section above, including but not limited to:

Worker may also be required to operate an automobile and follow all State and Federal Laws.

Worker is also required maintain cleanliness of working area.

Worker may be required to operate but not limited to: Computer terminals, printers, telephone, multi-line telephone, multi-channel two-way radio, typewriter, facsimile machine, photocopy machine, paper shredder, mapping printers and plotters, Tremble GPS and other GPS /GIS Mapping and Addressing Equipment as assigned.

Worker may be required to use NT workstation environments; database management systems, and graphic applications and software including ARC/INFO, ARCNIEW, and Auto-CAD programs.

Worker is required to handle various forms and paperwork, writing utensils, manuals regarding the use of equipment and emergency procedures.

WORKING CONDITIONS:

Temperature depends on weather conditions.

Performs work both indoors and outdoors.

Indoor duties may or may not be conducted in a temperature controlled environment.

Worker is exposed to natural conditions while performing outdoor duties.

Worker is exposed to intermittent noise and vibration factors.

Work is conducted during daylight hours.

Work is performed on even or uneven terrain, while both operating equipment and performing GIS /GPS working functions.

Surface may be wet or dry, on hard surfaces or dirt roads and work may be performed on inclines.

Work hazards include exposure of skin to sun.

Worker may also perform duties as part of a select team.

All essential duties performed indoors are in a temperature — controlled environment

I have read this job description (or had it read to me) for the Corporal position and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Acknowledge receipt of on this _____ day of _____, 2015 at _____ am/pm.

Employee Signature

Employee Name (Print Name)

Human Resources Director

Department Head

County Manager