

Job Description: REGIONAL 9-1-1 NETWORK GEOGRAPHIC INFORMATION SYSTEMS ADMINISTRATIVE ASSISTANT

CLASS NO.: 511

EEOC CATEGORY: Office and Clerical

PAY GROUP: 5/6

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex administrative support work in providing for the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets relative to the Regional 9-1-1 Network's Geographic Information System (GIS). Work involves the development and administration of the Regional 9-1-1 Network's GIS and Global Positioning System (GPS) applications. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Planning Commission employees, area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire and emergency medical personnel and the public.

EXAMPLES OF WORK

Essential Duties*

Follows and ensures compliance with policies and procedures designed to ensure the integrity of the Regional 9-1-1 Geographic Information System;

Maintains spatial data sets relative to the mapping needs of the Planning Commission and its membership;

Follows standards on GIS database security;

Assists the public with telephone inquiries related to physical addressing needs;

Assists area telephone companies with the continual maintenance of respective MSAG (Master Street Address Guides);

Assists member counties and the U.S. Postal Service with the development and maintenance of rural addresses;

Provides guidance to member cities with addressing methods to improve 9-1-1 functionality and United States Postal Service address verification;

Improves consistency between map products and MSAG (Master Street Address Guide);

Makes oral and written presentations to local governing bodies, committees, services organizations, law enforcement, fire and emergency medical organizations;

Creates specialty map products as requested by Planning Commission membership as time and resources dictate; and

Assists with username and password management related to users of the 9-1-1 equipment and auxiliary resources;

Assists in the installation and/or maintenance of 9-1-1 equipment including battery backup, call taking equipment, etc.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of computer operating systems; computer hardware and software; GIS (Geographic Information Systems); and GPS (Geographic Positioning Systems).

Skill/Ability to: analyze and evaluate problems and provide automated solutions, maintain effective working relationships with other Planning Commission employees, public officials and the public and demonstrate proficiency in both oral and written communication.

Adhere to all company policies, procedures and guidelines.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in geography, computer science or a related field,

or high school graduation, or its equivalent, plus at least two years of data entry experience, GIS, or related fields.

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)