



The Chatham County - Savannah Metropolitan Planning Commission is seeking qualified applicants for the position listed below.

GIS Coordinator – Public Safety: A Bachelor’s Degree in GIS, Public Safety, Emergency Management or a related field with at least three to five (3-5) years of professional GIS experience is required. A Master’s Degree in a related field is preferred. The GIS Coordinator will work with the Chatham 911 Communications Services under SAGIS direction to provide geospatial database management, design, implementation, and analysis required for public safety operations. Priorities for this position will include establishing policies for approving new or changed addresses and road names, migrating current data into the adopted GIS data standards, and maintaining all mission critical GIS datasets for public safety. Additional duties will include analysis for public safety response, developing applications for data collection, and providing training on use of GIS to public safety personnel. Technical writing, excellent public speaking skills, and the ability to collaborate across agencies are essential. Full job description is available on the MPC website at www.thempc.org.

Send resume and cover letter to: Christy Adams, Director of Administrative Services, Chatham County-Savannah Metropolitan Planning Commission, P. O. Box 8246, Savannah, GA 31412-8246; phone: 912-651-1440; fax: 912-335-5922; or email: humanresources@thempc.org with the following subject line: GIS Coordinator. Applications accepted through March 27, 2019. Salary will be commensurate with experience and qualifications.

MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H

Chatham County – Savannah Metropolitan Planning Commission

Job Description: GIS Coordinator - Public Safety

Approved Title: GIS Coordinator - Public Safety

Job Code: New

FLSA Classification: Exempt

Working Job Title: E911 GIS Coordinator

Pay Grade:

Date Revised: Feb. 26, 2019

Department: SAGIS

Original Date: Dec 10, 2018

Reports to: SAGIS Director

Does the Position Have Direct Reports? Yes No

If Yes, What is the Title of the Position that Reports to this Position: GIS Addressing Technician (if approved)

Is this Position Safety Sensitive? Yes No

GENERAL SUMMARY: The Public Safety GIS Coordinator will work with the Chatham 911 Communications Services under SAGIS direction to provide geospatial database management, design, implementation, and analysis required for public safety operations. The Coordinator will provide recommendations for the establishment and revision of policies, standards, and procedures for the management of GIS and spatial data at the center. Analyzes all spatial and non-spatial data related to addressing to ensure accuracy for assignment and reassignment of addresses and roads in accordance to ordinances adopted to support all business processes and emergency services for the master address and road database. Maintains all mission critical GIS datasets for public safety.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
40%	Analyzes and directs all activities associated with the authoritative GIS features for public safety and 911 communications center. Oversees compliance with addressing and GIS standards adopted by the E911 Advisory Board. Troubleshoots address verification errors in software systems / relational databases used by emergency response agencies. Performs Quality Control measures, field checks information, and ensures addressing data is updated to public safety systems. Maintains and analyzes GIS data related to Public Safety systems.
25%	Acts as the authorized reviewing agent for plan reviews associated with address assignment and road naming, coordinates addressing functions with all stakeholders, including developers, citizens, internal departments and external agencies including U.S Postal Service, GDOT, cable providers, and utilities.
10%	Oversees work of other personnel working on addressing-related work assignments and performs Quality Assurance activities on data prior to integration with SAGIS shared databases.
10%	Provides vendor support, evaluates departmental business processes, and coordinates integration of GIS data with other software systems, including analyzing systems leveraging addressing spatially and provides detailed vendor specifications for integrations, oversees testing, and resolves issues with integration including returned mail.
5%	Works with government agencies and the public in order to resolve sensitive matters related to address and road name changes. Addresses properties that are not within guidelines, and maintains address ranges in the geodatabase.
5%	Provides public outreach support, marketing materials, produces maps, deploys customized applications, maintains documentation, and answers questions from the general public and other governmental units regarding addressing matters.
5%	Trains, familiarizes, and/or demonstrates duties to other personnel so that effective cross-training and continuity of the duties can be established in the department. Provides and maintains application security.
As Required	Performs other duties of a similar nature or level.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Move the current GIS data into the adopted NENA standard database schema
- Identify data fields that are incomplete and provide process for collecting the data
- Provide accuracy standards for these datasets with identified benchmark for achieving standards
- Develop the policy and processes for implementing the County-wide addressing standard
- Establish a workflow with all municipalities within the Chatham County to edit and maintain addressing and street datasets.
- Develop and maintain additional GIS datasets required for public safety and 911
- Provide support to Public Safety leadership by providing data analysis and reports, such as time/distance for response units
- Maintain notes for programming processes and methodologies
- Compile and maintain metadata for data layers maintained for E911 and public safety

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- Build relationships with surrounding county public safety personnel in the preparation for moving towards NextGen 911
 - Provides final authority on assigning road names, street addresses, along with maintaining and editing MRAD.
 - Identifies addressing-related issues and creates solutions to solve problems related to spatial locations.
 - Reviews subdivision and other plans and is the responsible assigning agent in the government for the development plan review process for addresses and roads.
 - Evaluates addressing anomalies for public safety to address or re-address locations; and provides road names for approval to main post office from developers and engineers.
 - Manages the implementation of all address-related changes in documentation, and maintains a current and accurate geodatabase.
 - Presents information and instruction on the understanding and interpretation of maps, geodatabases, and addressing-related matters to internal and external agencies.
 - Trains other staff members (not necessarily subordinates) in GIS-related technology applications.
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REQUIRED MINIMUM QUALIFICATIONS:

Education: Bachelors degree of GIS, Geography, Planning, Emergency Management, or related field.
Preferred: Masters degree in GIS, Geography, Planning, Emergency Management, or related field

Experience: Minimum of 3 to 5 years experience in geospatial analysis with ArcGIS, with continued advancement in responsibility. Experience in Public Safety and/or Emergency Response, preferably with interfacing GIS and Computer-Aided Dispatch (CAD), Mobile Data Computers (MDCs) and relational databases (RDBMSs) in a public-safety answering point (PSAP). Experience with Next-Gen 911 and other communications systems (800 MHz radio, VoIP) a plus.

Knowledge/Skills/Abilities:

- GIS/GPS concepts, theory and practices
- Analytical skills for solving complex spatial relationships
- Addressing concepts related to Public Safety, National Emergency Number Association (NENA), FGDC Federal Geographic Data Committee, Next Generation 911
- General surveying and mapping practices
- Business Systems Integration
- Problem solving techniques
- Principles and application of customer service.
- ESRI software and databases such as SQL and SDE.

Skills:

- Understand Communications Center requirements and meet project scope, schedule and budget.
- Ability to effectively ask project-based questions up front such as expected format deliverables and scale of analysis needed.
- Analyze and interpret mapping systems and technical data via geoprocessing tools, models, and advanced queries
- Design and create professional, effective, aesthetically pleasing maps for presentations and public use
- Interpretation of field surveys, including plats of subdivision, meets and bounds descriptions and legal descriptions, and creation of boundaries and other features using the City's ArcGIS software.
- Processing complex legal documents from intake to completion of spatial and attribute database updates
- Reading, analyzing, and interpreting documents, technical procedures, and a variety of instructions furnished in written, oral, diagram, or schedule form.
- Solving practical problems and dealing with a variety of concrete variables in situations where some standardization exists.
- Performing analytical functions and processes relating to GIS and databases
- Operating GIS equipment, including computer hardware and GPS
- Communications, both oral and written
- Working independently with minimal instruction and direction.

Certification: GISP certification preferred but not required

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OTHER:

Does this position require staff call up in an emergency situation? Yes No
Is travel from office to other locations required of this position? Yes No
If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment, the employee may be exposed to dust, dirt, construction machinery, noise, and cold or inclement weather. Work is typically performed in an office setting, vehicle, and outdoors. Work performed in the field may involve standing, stooping, sitting, bending, walking, crouching, lifting and moving objects weighing more than 50 pounds. Depending on active work assignments, this position may spend up to 3/4 of their time in the field and 1/4 in the office.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None
One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

_____ Employee (Print Name)	_____ Date
_____ Line or Staff Management	_____ Date
_____ Department Director	_____ Date
_____ Compensation Administration Staff	_____ Date
_____ Executive Director	_____ Date