

E-911 GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN 110-F

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and maintaining geographic information systems (GIS) to support various operations of the E-911 Emergency Control Center. Responsibilities will include utilizing and updating GIS databases in order to create geofiles and maps for the 911 computer aided dispatch (CAD) system. The work involves the use of multiple GIS software programs in performing tasks. Work is performed under the general supervision of the E-911 Coordinator with leeway for independently performing most of the duties of the position. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Analyzes, creates and maintains geographic information systems (GIS) and data bases used to

create and edit geofiles and maps for E-911 computer-aided dispatch (CAD) system and mapping software;

Recommends software and data formats to be used for E-911 for their GIS system;

Coordinates with E-911 addressing office to resolve addresses discrepancies during 911 dispatch;

Meets with fire, EMS and police personnel regarding district boundary issues and mutual aid plans for incorporation into GIS system;

Coordinates with Management Information Systems (MIS) Department for importing of GIS data, including road data, fire/EMS/police district boundaries;

Assists in the preparation of reports and memoranda on particular GIS studies, including statistical analyses, maps, graphs, tables, etc.;

Creates and distributes Master Street Address Guide (MSAG) to phone companies as needed;

May perform digitizing functions by either manually inputting map coordinates from paper and mylar map records or by operating scanning equipment;

Prints maps from GIS systems as requested for trend and/or statistical purposes;

Provides trouble-shooting and support to department on GIS-related issues;

Collects and assembles data from other County agencies and local governments concerning the development of digital data which can be integrated to the central County GIS database;

Completes special projects as needed, including but not limited to, wireless tower locations, address verifications, etc.;

Acts as a liaison with Management Information Systems Department with issues relating to GIS projects or support;

Attends training and conferences as assigned and participates in staff meetings for the purposes of work review, planning of projects and to keep abreast of departmental operations;

Performs computer and network trouble-shooting as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the general principles and techniques of geographic information systems as applicable to County, municipal and regional planning; thorough knowledge of various GIS and database software programs as well as computer operating systems, hardware and equipment; good knowledge of departmental needs and services requiring the utilization of GIS programs; good knowledge of the methods of logical deduction; ability to analyze and integrate GIS systems and data with existing systems, including computer-aided dispatch equipment; ability to

understand and interpret complex oral and written information; ability to establish and maintain effective working relationships with others; ability to express oneself effectively, both orally and in writing; resourcefulness; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Urban, Regional or Municipal Planning, Geography, Geographic Information Systems, Cartography or a related field and two (2) years experience developing and maintaining geographic information systems; or
- (B) Completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university and four (4) years experience as outlined in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Originated: 10/01/07

Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A