



911 Geographic Base Analyst

Category: Classified
Pay Grade: C21
Job Code: 10862

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs complex technical and analytical work providing customers and users with accurate data information providing GIS services to the emergency response system (911); building and maintaining maps and data base files for 911 Public Safety emergency communications and dispatch management systems.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Builds and maintains the Geographic data base file specific to emergency response system (911);
- Updates and revises Geo Based maps with new subdivisions, condominiums, annexations, boundaries, and addresses;
- Identifies phone/location errors and forwards them to 911 MSAG Coordinator;
- Generates digital maps for the Emergency Communications Center that serve as a basis to map and locate 911 callers;
- Grants security access rights for users of 911 Computer Automated Dispatch (CAD) software;
- Generates map layers designed to be specific for Public Safety, such as mile markers on park trails, shelters at County and municipal parks, marine markers in waterways, landmarks, and similar enhancements;
- Creates printed maps and map books for first response personnel;
- Receives and assists in handling requests by emergency response providers and emergency dispatch for locations, system security, personnel updates, and corrections;
- Provides software and user training;
- Conducts special projects such as assisting in the research and development of expanded E911 database to include adjacent counties in a Mutual Aid format or re-addressing layout of the airport;
- Attends meetings, focus groups, and seminars on implementing new technology and processes pertinent to Safety and Emergency Services (911);
- Represents assigned area on new technology implementation and processes;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Must obtain and maintain a Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) Level 1 - CJIS Security & Awareness Certification within six (6) months of appointment; and four (4) years of experience in GIS related activities, including automated mapping and structural programming, automated office information systems, data processing, word processing, or related field; or Associate's degree in information technology, finance, accounting, business, or general education that includes some basic computer courses and training and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of geographic layout of County;
- Knowledge of office practices, procedures, and equipment;
- Skill in data input accurately at a reasonable rate of speed;
- Ability to read and interpret maps, plats, and read legal descriptions;
- Ability to understand and follow complex oral and written instructions;
- Ability to provide information correctly and concisely, orally and in writing;
- Ability to perform detailed, accurate work in a timely manner;
- Ability to utilize a personal computer, application software, and utilities to perform analyses, generate reports, sort and categorize data, etc.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable environment.