



## **911 Geographic Base Technical Coordinator**

**Category:** Classified/Excluded  
**Pay Grade:** C28  
**Job Code:** 10866

*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**

This is complex technical and analytical work coordinating Geographic Information System (GIS) services to the fire and Emergency Medical Services (EMS) 911 system within Pinellas County. An employee in this class serves as the department expert and coordinator for GIS computer support activities and information systems, conducts GIS needs assessments and makes recommendations to management. Duties require a broad knowledge of the Safety and Emergency Services Department's mission and operations, GIS technical support, applications programming, and communications technologies. The incumbent serves as a team leader or supervisor for departmental GIS services. The incumbent reports to a senior manager.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Provides leadership in advanced analysis and supervision to the GIS division of Safety and Emergency Services Department;
- Assigns tasks, monitors progress, evaluates effectiveness, determines future direction, and provides guidance for the GIS division;
- Analyzes GIS information technology systems performance, develops budget requirements, evaluates and recommends department needs, applications, and other technological improvements;
- Works with others to identify and solve problems with the mapping software for internal and external customers;
- Designs GIS systems, prepares technical and design specifications; identifies maintenance needs;
- Prepares department documentation manuals and application procedures; automation standards, guidelines, oversees receipt and setup of equipment, and installation of new or enhanced software;
- Creates base maps and specialty maps for all aspects of public safety;
- Researches and recommends procurement of hardware, software; monitors maintenance contracts and consultant services prior to authorizing payments and expenditure of departmental funds for various needs;
- Performs GIS specialized department computer and information systems operations duties including control of database system enhancements, user systems security, tape libraries, system backup, transfer, shutdown procedures, archiving of data recovery, disk management and disaster recovery;
- Develops and maintains a safety marker process for park trail systems;
- Designs and maintains web applications;
- Assists or takes the lead in action to select, evaluate, train, and supervise employees;
- Performs other duties as assigned;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Seven (7) years professional experience in the analysis and management of an information systems network's administrative and operational requirements for computer operations related to a GIS or 911 system; or

Associate's degree with coursework in computer and information science, information technology (IT), business administration, or related field and 5 years professional experience as described above; or Bachelor's Degree in computer and information science, information technology (IT), business administration, or related field; and three (3) years of experience; 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.
- Candidate may be required to actually demonstrate or be formally certified in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of GIS computer systems, operations, software, procedures, and functions;
- Knowledge of data analysis and research techniques, methods, and processes;
- Knowledge of GIS telemetry systems, data communications, data acquisition, and process control;
- Knowledge of management information systems, computer operations, and application software;
- Knowledge and ability to troubleshoot and resolve routine GIS software, hardware, and network problems;
- Knowledge of governmental purchasing, personnel, and budget practices and procedures;
- Knowledge and ability to identify and resolve basic software, hardware, and network issues;
- Skill in verbal and written communication, and interpretation of unclear instructions or information;
- Ability to establish and maintain effective working relationships with superiors and assigned employees;
- Ability to organize and conduct basic training classes for users;
- Ability to develop and update GIS procedures and operational manuals;
- Ability to perform technical computations, perform analyses; prepare reports, sort, and categorize data;
- Ability to conduct tests, analyze results, identify, and correct errors in completing office or field work.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **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.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

- 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 safe and secure work environment that may periodically have unpredicted requirements or demands.