



HUMAN RESOURCES

Cherokee County Board of Commissioners

CHEROKEE COUNTY JOB DESCRIPTION

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| TITLE: | GIS/CAD SPECIALIST | GRADE: 138 |
| DEPARTMENT: | FIRE & EMERGENCY SERVICES | FLSA: NON-EXEMPT |
| DIVISION: | FIRE ADMINISTRATION | |
| REVIEWED BY: | HUMAN RESOURCES | DATE: JAN 2020 |

GENERAL STATEMENT OF DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

Key Responsibilities Include: Fire Department Based EMS (GIS) Analyst Specialist to support programmatic research and analysis related to the evaluation of local emergency response systems and the deployment of fire and emergency medical response resources. Designs, implements, develops, and analyzes geospatial information, databases and applications. Duties include field data collection, geoprocessing, map production, documentation, automating repetitive tasks, sharing maps, data and tools as services, and establishing and implementing standards and procedures for database management. Works closely with the County's CAD (Computer Aided Dispatch) manager to ensure proper dispatch of Fire Department resources.

Leads and assists in the planning, implementation, integration and maintenance of the hardware and software infrastructure which supports a wide variety of applications including Enterprise systems.

Performs routine and specialized maintenance and quality assurance/quality control on Fire Geographical Information System data and databases.

Updates the Fire Department's GIS data, including fire hydrants, response zones and new GIS data as created.

Assists Public Safety Departments with data requests, general GIS assistance and software questions.

Performs periodic field checks of existing data, and captures new GIS data with GPS.

Performs related clerical tasks, such as setting up and maintaining records/files, telephoning, preparing reports, photocopying or faxing.

Performs topology checks and other data quality controls including but not limited to attribution checks, and managing associated documents for Fire GIS data.

Cleans geographic data topology errors and omissions.

Documents techniques for editing and manipulating geographic data. Performs digital feature extraction from multiple data sources.
Attributes digital data appropriately.

Understands and follows complex project specific guidance.

Independently uses technical resource documents and/or extraction guides.

Receives and reviews GIS data for conformance with industry standards and project specifications, and approves GIS data meeting the standards and specifications.

Offers observations relative to variables and deviations from prescribed standards of quality.

Recommends revisions of specifications and/or quality assurance and control standards when indicated.

Formulates or assists in formulating quality control policies and procedures.

Expedites and follows up on procedural and specification changes and performs such liaison required with other production divisions.

Assists with the application and monitoring of established quality control procedures and methods.

Assumes production management for assigned GIS projects, including project management, application development, and training of personnel and systems integration.

Acts as a resource relative to the organizational aspects of assigned projects. Participates in the design and production of GIS data.

Must have the ability to assist with the design and production of GIS data.

Provide a high level of technical support in areas of client server database administration and windows servers management, middleware integration. This is a multi-platform environment that may span across micro & mini installations.

Conducts analysis and review of Fire and EMS standards of cover and deployment.

Works with client server developers, customers, server administrators, and desktop technicians to ensure proper installation of databases, client server applications, middleware products, and Web plug-ins.

Maintain client server database structure, standards, policies and procedures. Assist in performance, monitoring and tuning of client server databases.

Define and maintain security strategies for client server databases.

Performs other duties as assigned (including Management of Fire Department Servers).

SUPERVISION RECEIVED:

Works under the general supervision of the IT Department Manager. Supervision of others is not anticipated but may be required as directed.

NECESSARY SPECIAL REQUIREMENTS:

A valid GA driver's license and fingerprinting must be on file. Pre-employment testing includes an acceptable current motor vehicle report & background check.

EDUCATION & EXPERIENCE:

- Professional GIS certification (GISP) is a plus.
- Microsoft MCSE certification is a plus.
- Knowledge of current GIS technologies and products including, but not limited to, the Esri framework of products, GPS data collection, geodatabase design and management, geoprocessing, web mapping applications, data visualization.
- Experience working for a local government preferred.
- Experience with ArcGIS.
- Experience with data analysis.
- Knowledge of Java, JavaScript, Python, SQL, and other programming languages, as well as, basic understanding or ability to learn Tableau, Jupiter Notebooks and other data analysis and visualization software.
- Knowledge of statistics and experience using statistical packages for analyzing large datasets such as excel, SPSS, SAS, pandas, R, etc.

COMPLEXITY/RESPONSIBILITY:

Compiles, examines, or evaluates data or information and possibly recommends action based on results. Attends to the needs or requests of people and exchanges information with them. Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or equipment.

SCOPE OF INTERPERSONAL CONTACTS:

Contacts are with superiors, fellow workers, customers and vendors representatives; information given and received is highly technical in nature; contacts require the ability to exercise a considerable degree of interpersonal skills.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment with some field work as required. The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, moving mechanical parts, traffic and animals/wildlife.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office/GPS equipment.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant user of eye, hand, and finger coordination enabling the use of automated office machinery.
- Visual capacity enabling constant use of computer equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to evaluate, audit, deduce, and/or assess data using established criteria.

Ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job.

Strong analytical abilities, solid analytical and trouble-shooting skills, with the ability to quickly identify and solve client issues.

Excellent oral, interpersonal, written communication skills.

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence.

Ability to communicate effectively one-on-one with customers and employees of the organization.

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

Requires some judgment in selection of procedures, methods, or tools, equipment necessary to one's own work to accomplish tasks

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

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Approval:

Supervisor

Date

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I acknowledge receipt of this job description.

Employee Signature

Date