

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Geographic Information Systems (GIS) Coordinator

DEPARTMENT: GIS

REPORTS TO: Administrative Officer

SALARY:

SCHEDULE:

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
- Permanent Seasonal Temporary Grant-Funded Short-Term
- Exempt Non-Exempt

PURPOSE OF THE JOB:

1. Design, develop and maintain spatial geodatabases for county operations using local, state and national standards;
2. Serve as the addressing authority for the County and its incorporated municipalities;
3. Provide GIS support to county departments in the form of paper maps, Web and field map applications and training;
4. Leverage geospatial technologies to support and enhance local government services to the public.

ESSENTIAL FUNCTIONS:

- Support the County's Development Permit Process by assigning addresses to new developments and preparing road approach permit applications for Commissioner approval
- Support the Sheriff's Office by providing scheduled GIS data updates for their Computer Aided Dispatch (CAD) system
- Work with the State Library to bring the county into compliance with NG9-1-1 standards
- Build and maintain purpose-specific Web map applications for the public
- Provide addressing support for County personnel, property owners, postmasters, couriers, realtors, banks, title companies, utilities and other authorities
- Develop spatial geodatabases for the County following local, state and national standards (e.g., NENA Standard for NG9-1-1 GIS Data Model)
- Maintain the Master Street Address Guide (MSAG) for the county
- Provide GIS/mapping support for DES and Fire during emergencies
- Develop and implement address standards, policies and ordinances
- Work with the incorporated municipalities of Bearcreek, Bridger, Joliet, Fromberg and Red Lodge to maintain standardized addressing within each community

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- Utilize Global Navigation Satellite System (GNSS) map applications to collect and ground truth data in the field
- Assist the Election Administrator by maintaining consistency between the County's GIS and the State's Elect MT and MT Vote systems
- Coordinate with local US Postal Service offices to ensure consistency between addressing systems
- Provide addressing data to Montana State Library; Google Maps, and others to keep other systems populated with current and accurate addressing information
- Manipulate, modify and utilize computer applications including GIS, database, presentation, Internet and related systems and tools to enhance the integration of data, increase efficiency, and deliver information and technical assistance to users in a timely and effective manner
- Compile, attribute, edit, and maintain data in geographic and operational databases and use queries and GIS applications to generate reports and maps, and to ensure and enhance data quality. Ensures data and data processing procedures adhere to standards, policies, and other guidelines
- Prepare and manage an annual operating budget
- Apply for and manage grants to support geospatial operations for the County

OTHER DUTIES AND RESPONSIBILITIES:

- Produce address placards for new address assignments
- Manage and renew GIS licensing with Environmental Systems Research Institute (ESRI)
- Participate in US Census Bureau programs to share County GIS data
- Review and update State gas tax maps to maximize contribution of tax to County
- Deploy Web applications in addition to providing spatial data and maps to entities outside local government when needed and on a cost-recovery basis
- Attend conferences, workshops, and training to gather information and receive instruction on new technology and to coordinate efforts with external partners
- Support the enforcement of County codes when necessary especially in the areas of addressing and signage
- Produce a current road map for the County and make it available for purchase
- Maintain large format printers and ensure there are adequate supplies for printing
- Other duties as assigned.

KNOWLEDGE AND SKILLS:

Required:

- Bachelor's degree from an accredited college or university with coursework in Geographic Information Systems, Computer Science, Civil Engineering or a closely related field, and two (2) years GIS system development and support experience. Equivalencies include an associate's

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degree in GIS, computers, or a related field and four (4) years GIS system experience; or a high school diploma or GED and six (6) years of experience.

- Knowledge of the principles and practices of computer science and information systems including the principles, practices, terminology, and trends in GIS and related technologies; database systems and their design; computer operating systems; geographic information applications, analysis, and the relationships between different types of spatial data; cartographic principles and spatial analysis; project management; and contract administration
- Knowledge of ArcGIS Pro, ArcGIS Online and related ESRI solutions
- Proficiency at operating computers, GNSS receivers, and other office equipment
- Possession of a current valid Montana driver's license
- Physically fit to perform job duties
- Ability to work without direct supervision
- Ability to work well with the public and have good public relations skills
- Ability to maintain confidentiality
- Dependable, trustworthy and responsible

Preferred:

- Competency in the use of computer and Web applications including:
 - ElectMt.gov
 - Montana Cadastral System
 - Microsoft 360 Suite
- Knowledge of applicable Local, State and Federal laws and regulations

FISCAL RESPONSIBILITY:

Prepare annual budget for the County Fire Warden. Apply for, monitor, and process reports for various grant programs.

EXTENT OF PUBLIC CONTACT:

Extensive contact with the public, other county staff, and other agencies.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually
(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually
(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually

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(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

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FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: