



## Job Posting – May 15, 2024

**POSITION:** GIS COUNTY MAINTENANCE COORDINATOR

**REPORTS TO:** DIRECTOR OF REGIONAL 9-1-1 NETWORK & GIS DATA QUALITY MANAGER

**DIMENSIONS:** FULL-TIME; NON-SUPERVISORY

### **BASIC FUNCTION/GENERAL DESCRIPTION:**

The GIS County Maintenance Coordinator performs advanced technical work requiring specialized knowledge of GIS maintenance, physical addressing, and telecommunications routing principles. Responsible for reviewing and resolving identified data errors in GIS and 9-1-1 system databases maintained by the Regional 9-1-1 Network. Work involves frequent and regular interaction with the general public in locating structures in the GIS database and assigning physical addresses. Establishes and maintains good working relationships with various organizations, including City, County, and other government offices, as well as the general public, telephone companies, and area US Postal Service offices. Works under general direction with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as the program’s primary liaison with the general public and telcos related to determining, correcting, and maintaining county-level addressing data in compliance with relevant laws, regulations, and policies.
- Coordinate by phone, email, and/or in person with USPS, telephone companies, incorporated cities, adjoining counties, elected officials, the general public, DETCOG staff, and other relevant parties to identify and resolve errors and issues in 9-1-1 System Call-Routing Databases and GIS Databases.
- Perform data maintenance and editing in GIS & 9-1-1 system databases with exceptional attention to detail.
- Maintain the integrity of GIS maps and datasets per DETCOG, CSEC, and other relevant standards and requirements during job performance.
- Performs other GIS and 9-1-1 system-related tasks that may be assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of local, state, and federal laws relating to the program area
- Proficiency with Microsoft Office software, including, but not limited to MS Word and Excel
- Experience with ESRI software, including ArcGIS Pro is preferred.
- Experience in data analysis, data quality assurance, and reporting.

- Ability to gather, assemble, correlate, and analyze data to devise solutions to problems.
- Excellent oral and written communication skills
- Excellent interpersonal skills

**EDUCATIONAL REQUIREMENTS:**

- Graduation from an accredited two-year college with major course work involving the use of GIS software and data analysis, or
- Two years of professional GIS and/or data analysis experience, or
- An equivalent combination of education, experience, and/or training to successfully perform the essential duties of the job, such as those listed above

**ADDITIONAL REQUIREMENTS, PERSONAL SKILLS AND ATTRIBUTES:**

- Must have a VALID Texas driver's license, proper vehicle insurance, and use of a vehicle to travel
- Work performed indoors with some outdoor exposure.
- Occasional travel within the DETCOG region for data collection and outside of the region to training events may be necessary.
- Ability to operate computers, a telephone, and office equipment for extended periods of time
- Utmost professional and personal integrity
- Personal values consistent with the Deep East Texas Council of Governments.

**SALARY:** \$38,500 to \$45,000 annually depending on experience. Benefits include retirement plan, health insurance, and other benefits.

**APPLICATION PROCEDURE:**

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: [lsargent@detcog.gov](mailto:lsargent@detcog.gov)
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at [www.detcog.gov](http://www.detcog.gov) under the "Notices & Resources:" tab.

**APPLICATION DEADLINE:**

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.