



Rio Grande Council of Governments Job Description

Title: 9-1-1 GIS Coordinator
Division: Regional Services

FLSA Classification: Exempt
Class No.: 409
Pay Group: 9

Summary of Position

Provides 9-1-1 addresses to residents within the Rio Grande Council of Governments (RGCOG) region by utilizing Geographic Information Systems (GIS) software. Maintains the integrity of the GIS data, local and 9-1-1 database applications, provides support, and monitors the 9-1-1 program.

Organizational Relationships

Reports to: Regional Services Director
Directs: This is a non-supervisory position
Other: Has frequent contact with the general public, vendors, Council of Governments staff, government agencies, elected officials, utility companies, and organizations.

Scope of Work

Essential Duties:

- Responsible for building and supplying required data layers in required schemas for the NG911 (next generation) state projects in the EGDMS (Enterprise Geospatial Database Management System) State map;
- Responsible for maintaining an accurate geoMSAG for the NG911 EGDMS State map;
- Assists with statewide GIS projects including, but not limited to Statewide ESINet, EGDMS, and geoMSAG conversion;
- Responsible for addressing and processing all the related information in compliance with the 9-1-1 program and the Division's policies and procedures;
- Develops and maintains the 9-1-1 GIS Data program, which includes synchronizing the 9-1-1 and mapping databases, adding new map elements, assigning addresses to road ranges and structures, conducting field collection using Global Positioning System (GPS) and geocoding;
- Updates, maintains, and provides the GIS datasets, Master Street Address Guide (MSAG) data, Automatic Location Identification (ALI) Emergency Service Zones (ESZ) and Public Safety Answering Point (PSAP) boundaries datasets to be utilized by the PSAPs;
- Ensures the accuracy of the information contained in the 9-1-1 database to include MSAG, ESZ boundaries, Telephone Number (TN) Error Resolution, Automatic Location Information Discrepancy Reports (ALI DRs), suspended Telephone Number Change Requests (TN CRs), ALI DRs, Number Plan Area (NPA) Splits and Overlays and Selective Router Rehoming;
- Monitors PSAPs and their equipment every quarter within the counties of Brewster, Jeff Davis, and Presidio, and provides training as needed;
- Assists in the development of policies and procedures designed to ensure the integrity of the Regional 9-1-1 Geographic System;
- Maintains knowledge of and complies with current state and federal laws, rules, and regulations governing the 9-1-1 program;
- Conducts public relations outreach to include dissemination of 9-1-1 public education materials and activities within the counties of Brewster, Jeff Davis, and Presidio;
- Responds to information requests from local governments, regulatory agencies, and the general public;

- Attends meetings and conferences as required;
- May be required to travel frequently within the RGCOG region and the State of Texas; and
- Performs other duties assigned by the Regional Services Director.

Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions, and any potential building hazards or faults per Rio Grande Council of Governments policies and procedures; and
- Required to assist the public information officer (Executive Director) with open records requests.

Qualifications:

A Bachelor's degree in GIS, geography; natural or earth sciences, geology, or a related field with one year of experience;

Or an Associate's degree in GIS, geography; natural or earth sciences, geology, or a related field with three years of experience;

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Must pass a background investigation.

Knowledge of:

- GIS theories and applications to include spatial data relationships and structured query language, as needed to manage quality information and implement continuous improvements to the system;
- Database administration methods to include authentication, data security and backup procedures, and setting data access permissions as needed to access and interact with the data;
- Spatial Database Engine (SDE)-versioned environments as needed to enter, edit, and verify data;
- Cartographic Production to include standard cartographic skills as needed to produce legible hard copy maps GIS software;
- Process and collection of data and information through aerial photography, surveys, recorded plat maps, and other reliable secondary sources;
- GPS handheld and post-processing;
- GIS software;
- Geography of the communities within the RGCOG region;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation, and spelling;
- The practices of modern office procedures; and
- Microsoft Windows and Microsoft Office products such as Outlook, Excel, Word, and OneDrive.

Skills

- Be organized, efficient, and detail-oriented; and
- Possess accurate typing and strong writing skills.

Abilities

- Exercise discretion;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines;
- Follow oral and written instructions; and
- Develop reasonable proficiency with all job functions and office equipment.

Every position at the Rio Grande Council of Governments requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies, and vendors;
- Maintain strict confidentiality; and
- Project positive support for their division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance; and
- Responsible for completing any state-mandated training as required.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting and fieldwork

Job Location: RGCOG Alpine office located at 500 W. Ave. H, Room 115

Equipment: computer, typewriter, copy machine, fax machine, and other office equipment related to job performance.

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills, and requirements and is subject to change at the discretion of the Rio Grande Council of Governments.

**In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*