Bastrop County Job Posting

Title:	Opening Date:	Application Deadline:	Job #:
GIS Technician	**September 12, 2022**	**Open Until Filled**	**220346**
Department:	Starting Salary:	Location:	Travel:
GIS & Addressing	**$39,000-$43,994**	**Bastrop, Texas**	**N/A**

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position supports the operation of the 9-1-1 Emergency Communication System, and Countywide Geographic Information System. Work includes (1) maintenance of the 9-1-1 Database including, but not limited to, the Master Street Address Guide, Automatic Location Information, Automatic Number Information, Emergency Service Numbers, English Language Translation; (3) maintenance of the Geographic Information System including, but not limited to, street centerlines, address points, emergency service numbers, city limits; voting precincts, and other areas of interest. This position will also create cartography maps. In addition, this position shall also support the County's Office of Emergency Management during emergencies.

General Knowledge, Skills, and Abilities: Must have strong computers skills with proficiency in ESRI ArcGIS Desktop and Microsoft Office. Must have strong people skills with excellent verbal and written proficiency; ability to interact with people in a professional manner; and be able to maintain the confidentiality of the department at all times. Must be able to solve practical problems with the ability to interpret a variety of instructions furnished in written, oral, or schedule form; ability to maintain records and prepare correspondence and reports; and maintain compliance with federal, state, and local requirements.

Minimum Qualifications: Two (2) years computer hardware and software experience; must possess a high school diploma or equivalent; and maintain a valid driver's license.

Preferred Qualifications: Experience related to GIS; and ESRI ArcGIS Desktop experience.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:
https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: http://www.co.bastrop.tx.us/page/co.jobs

Job Title: GIS Technician

FSLA Status: Non-Exempt

Department: Information Technology

Reports To: GIS Manager

SUMMARY: This position supports the operation of the 9-1-1 Emergency Communication System, and Countywide Geographic Information System. Work includes (1) maintenance of the 9-1-1 Database including, but not limited to, the Master Street Address Guide, Automatic Location Information, Automatic Number Information, Emergency Service Numbers, English Language Translation; (3) maintenance of the Geographic Information System including, but not limited to, street centerlines, address points, emergency service numbers, city limits; voting precincts, and other areas of interest. This position will also create cartography maps. In addition, this position shall also support the County's Office of Emergency Management during emergencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from GIS Manager;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and the GIS & Addressing department and provide exceptional customer service to internal departments, external associates, and the public;

2. Protect the confidentiality and security of all 9-1-1 information and systems;

3. Ensure compliance with laws, regulations and guidelines;

4. Maintain the 9-1-1 Emergency Communications System databases;

5. Create and maintain GIS datasets;

6. Conduct field investigations to document existing conditions through the collection of GPS coordinates, photographs and noted observations;

7. 9-1-1 database maintenance with other partner agencies, including county staff, local municipalities, adjoining counties, and the Capital Area Emergency Communication District (CAECD);

8. Distribute non-confidential information to other departments and agencies including, but not limited to, local, state and federal governments; emergency service providers; utility service providers; and the CAECD;

9. Compose, draft, and generate documents such as notifications, letters, memorandums, resolutions, reports and presentations;

10. Create cartography maps;

11. Organize and maintain file system;

12. File correspondence and other records;

13. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS:

Information Technology staff may be considered essential personnel during an emergency event, declared or otherwise, and be called upon to provide assistance to Office of Emergency Management. Performs other job related duties as directed by supervisor(s).

Regular attendance is considered an Essential Function of this job.

NOTE: The essential duties and responsibilities section describes the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive list of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS:

Knowledge of:

Personal computer skills and software, such as Microsoft Office Suite, including Word, Excel, Access, PowerPoint and Outlook; Adobe Acrobat and Reader; must show ability to learn other software packages; and have accurate, efficient keyboarding skills;
Standard office equipment, including printers, plotters, and multifunction copier/scanner/fax machine;
Principles and techniques of GIS software, tools and functionality including ESRI ArcGIS Desktop;
Field data collection including the operation of a GPS unit;
The safe operation of a motor vehicle;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Conduct business with the public in a professional, courteous manner;
Establish and maintain effective working relationships with those contacted in the performance of the job;
Demonstrate personal communication skills including effective telephone etiquette and public speaking;
Effectively speak to audiences to convey information;
Record and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Complete routine business correspondence;
Understand and follow verbal and written instructions;
Properly interpret, understand, and make decisions in accordance with laws, regulations and policies;
Perform multiple tasks simultaneously in a timely manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Work as part of a team;
Operate equipment and software required to perform essential job functions;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times;
Respond quickly and effectively to changing circumstances;
Provide attention to detail;
Quickly develop new skills;
Safely operate a motor vehicle;
Obtain NIMS Incident Command System Certification.

Physical Demands:

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds, such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and   Responsibilities, which may include:
Handling stressful situations;
Interpreting local, state and federal laws and regulations;
Effective interaction and communication with others;
Preparing clear and concise reports;
Learning and developing skills consistent with essential job functions;
Make sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Experience:

Minimum two (2) years computer hardware and software experience;

ESRI ArcGIS Desktop experience preferred.

Education:

High School diploma or equivalent.

Licensing:

Valid Texas Driver's License;

NIMS Incident Command System Certification –within 1 year of employment.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

*** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.***

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.