

Montgomery County Emergency Communication District Job Description

GIS Analyst I

Position Summary

The GIS Analyst I is responsible for developing and maintaining the integrity of databases supporting 9-1-1 call delivery such as geographic information system (GIS) data sets, the Automatic Location Identification (ALI) database, and the Master Street Address Guide (MSAG). This includes assigning individual addresses as requested and processing plats/plans for new residential and commercial development for inclusion in the appropriate GIS data sets.

General Information

Last revised: 12-01-2024
Pay grade: 4
Reports to: GIS Team Lead
FLSA status: Non-exempt – eligible for overtime
Work schedule: Monday – Friday during established office hours with potential for work before/after regular hours and weekends, as needed
Supervisory: None

Duties and Responsibilities

- Maintain GIS and tabular data sets which support essential services for addressing and public safety
- Assign addresses upon request from property owners, citizens, utilities, or other authorized entities
- Intake, act on, and archive proposed plats for addressing purposes
- Provide accurate and timely information to inquiries in a professional and courteous manner
- Develop and maintain datasets of available information at the request of emergency service providers which assist in emergency preparedness and response such as cell towers, fire hydrants, drive times, street attributes, etc.
- Develop geospatial data and data models
- Perform a Quality Control check on other team members
- Prepare shapefiles and or facility profiles from supplemental data software
- Coordinates MSAG updates with GIS system to ensure MSAG and GIS tables are in sync
- Perform field checks when necessary

Required Knowledge, Skills and Abilities

- Ability to develop program scripts and logic as needed to process and produce data
- Knowledgeable of GIS software application required
- Knowledgeable of public safety communication, wireline and wireless telecommunications
- Proficient in Microsoft Office products
- Work independently without direct supervision
- Work positively and productively as a member of team(s)
- Track and manage multiple tasks at a time and meet established deadlines

- Perform under pressure in a dynamic environment with rapidly shifting priorities and workloads
- Establish and maintain positive working relationships with MCECD staff, MCECD Board of Managers, partner agencies, community leaders, and the general public
- Effectively communicate with and relate to internal and external individuals and groups at all levels both verbally and in writing.
- Exhibit independent judgment and problem-solving skills
- Possess strong interpersonal, customer service, and organizational skills
- Exercise discretion and judgment in the control and dissemination of critical information
- Knowledgeable of office policies and procedures
- Available to travel for training sessions, meetings, conferences, and workshops
- Maintain Texas Class C driver's license with a good driving record and reliable transportation
- Essential required functions include (but are not limited to): regular attendance, mental clarity, driving a motor vehicle, exposure to the elements, sitting for extended periods, standing, walking, and lifting 20 pounds (for IT staff, the amount is 50 pounds)

Minimum Experience and Educational Requirements

- Bachelor's Degree in Geography or related field with emphasis in Geographic Information Systems or equivalent with at least one year of daily experience using GIS applications
- OR Associates Degree in Geography, Geographic Information Systems, or equivalent with three years of daily experience using GIS applications
- Alternate combinations of education achievements and experience will be considered