



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: APRIL 29, 2016**

**CLOSING DATE: MAY 13, 2016**

**TITLE: GIS DATABASE ADMINISTRATOR  
(PUBLIC SAFETY)**

**GRADE: P-III**

**DEPARTMENT: INFORMATION TECHNOLOGY BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$17.62/HOUR \$34,359/YEAR**

**HOURS PER WEEK: 40**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DEFINITION OF CLASS:**

This position reports to the IT Manager of Information Technology Division of Erie County Department of Public Safety. This is an advanced technical position involved with the capture, research, and interpretation, and processing of spatial and tabular data. The GIS Database Administrator is an individual with formal training and/or experience in Geographic Information Systems (GIS) and Relational Database Management Systems (RDBMS). The person possesses strong analytical skills and is responsible for the administration, development, and design of the Public Safety's Geodatabases GIS implementation, which includes all facets of Geographic Information System and Client-Server Relational Database Management System administration and application development.

**DUTIES AND RESPONSIBILITIES:**

Participate in and oversee GIS related system management responsibilities including data back-up, system administration, software upgrades, troubleshooting, and application development.

Maintain familiarity with industry development in hardware and software and ensure that the County is in a position to take advantage of developments that could enhance productivity and/or increase capacity.

Participate in evaluation and migration of GIS technology to other departments within the County.

Support departments in collection, conversion, analysis, and modeling of data relevant to GIS functions. Participate in the integration and use of geographic data to and from other departments and agencies.

Collects, verifies, and enters data to the Geodatabases that pertains to roads, structures, street centerlines, cell towers, water sources, and other related GIS layers.

Assigns 911 addresses and road names; reviews proposed road names and addresses to ensure that they are in compliance with the Road Naming and Addressing Ordinance.

Ensures MSAG, ArcGIS Server, Computer Aided Dispatch software (CAD) , Base Map, and all other appropriate systems and databases are updated with accurate addresses and appropriate GIS data.

Designs and produces various types of GIS maps and posters for emergency personnel, County departments and general public.

Performs Geospatial Data Analysis and records requests against GIS databases.

Coordinates and works with County Fire Departments and Public Safety agencies to incorporate appropriate GIS and response related data into CAD system such as Emergency Service Zones (ESZ); provide GIS maps and data to external agencies as needed.

Prepares written documentation of all GIS systems, such as Standard Operating Procedures, and participates in cross-training/knowledge sharing with IT/GIS/Dispatch staff.

Provides training to tele-communicators and emergency response personnel with regard to GIS data stewardship and software application usage.

Supplies major GIS analysis reports for street centerlines, MSAG (Master Street Address Guide), ALI (Address Locator Identifier), and CAD (Computer Aided Dispatch) geodatabases with regard to E9-1-1 capabilities and performance.

Perform related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS, & ABILITIES:**

An individual who is qualified for the position of GIS Database Administrator/Analyst will possess formal training and/or experience in the following areas: Personal computers and peripherals in relational database management, GIS, and digital cartographic applications. GIS operations including digital cartographic production, coordinate and attribute data collection and conversion, attribute database management, application development, and all aspects of the SQL Geodatabase implementation, design, and application development.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Bachelor’s degree in GIS, Geography, a related field, or two years’ experience in ESRI GIS or similar platforms. Familiarity with relational database management systems administration and application development is required. Experience with MSAG, ALI database, SQL RDBMS, and the ArcGIS is preferred.

**STATEMENT OF BENEFITS:**

Below is the average contribution the county pays for an employee’s healthcare plan:

<b>NON-BARGAINING GRADE P</b>	<b>SINGLE COVERAGE</b>	<b>DEPENDENT COVERAGE</b>
(Amount corresponds with bargaining unit above)	<b>\$10,615.00</b>	<b>\$22,170.00</b>

Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days**

Average paid personal days annually – **5 days**

*\*Holidays, vacation, and personal days may vary by bargaining unit*