



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JUNE 24, 2016

CLOSING DATE: JULY 8, 2016

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

GRADE: 206

DEPARTMENT: INFORMATION TECHNOLOGY BARGAINING UNIT: AFCSME

ENTRY RATE: \$14.94/HOUR \$31,075/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 Human Resources 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.eriecountypa.gov 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.

DEFINITION OF CLASS:

This position reports to the IT Manager of Information Technology Division of Erie County Department of Public Safety. This is a highly specialized position involved in assisting with the maintenance and continued development of the Erie County Public Safety GIS and mapping resources. The GIS Technician works closely with the staff at the Department of Public Safety, Public Safety Agencies, Erie County Dispatch Centers, County GIS departments, and other entities. The Public Safety Geographic Information System Technician position reports to the IT Manager of the Erie County Public Safety Department.

DUTIES AND RESPONSIBILITIES:

The GIS Technician will be a part of a team to provide professional GIS Services to the Erie County Department of Public Safety. Typical responsibilities include: creating new layers as required; digitizing data from various sources; Collecting data from the field; Maintaining and updating layers; performing geospatial analysis for maps and/or reports; acquiring data from various sources; generating, maintaining, and documenting (metadata);); assist in maintaining the geospatial ArcSDE database; provide cartographic map product services to Public Safety Agencies, Dispatch Centers, municipalities and other related agencies. address Track IT tickets to resolves problems in the day-to-day operations of the County Public Safety GIS; Maintains and resolves problems with the Master Street Address Guid(MSAG), and automatic location identification (ALI).

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:

The individual must have the functional knowledge of the operations and technical development of GIS technology. Primarily, the Public Safety GIS Technician must be able to work with the most current versions of ESRI products as well as Microsoft Office applications, and relevant computer software and hardware in the Public Safety Industry. The Public Safety GIS Technician must be able to work with people in the public safety community, telecommunications industry and computer hardware and software industry. The Public Safety GIS Technician must have the ability to work independently. The Public Safety GIS Technician must be able to respond to emergencies on a 24/day basis.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A bachelor's degree in GIS or a related field, or 2 to 3 years GIS experience, A Public Safety GIS database experience is highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

Must have use of personal automobile and a valid Pennsylvania automobile operator's license. Must agree to and pass a criminal background check conducted by the county at the county's expense prior to being hired. Must agree that the county can conduct periodic, unscheduled blood and/or urine tests for drug and/or alcohol screening.