



Please submit resumes to:

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East Texas Council of Governments

Human Resources

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GEOGRAPHIC INFORMATION SYSTEM ANALYST

POSITION SUMMARY:

Assists the Associate Director of Transportation in the development and maintenance of ETCOG's Geographic Information System.

Reports To: Associate Director of Transportation

Other: Under the direction of the Associate Director of Transportation, the GIS Analyst will oversee the design, development and maintenance of ETCOG's Geographic Information System (GIS). Duties will be performed in accordance with ETCOG's Customer Service Creed and with a thorough understanding of the overall mission of ETCOG.

SUMMARY OF ETCOG'S WORK

ETCOG is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, and environmental grant funding for its region.

SUMMARY OF THE GEOGRAPHIC INFORMATION SYSTEM

ETCOG's GIS program is primarily focused on supporting emergency management operations within the 14 county region. ETCOG is in the process of expanding the scope of its GIS services from supporting emergency management operations to regional planning, transportation, economic, environment, housing, etc.

With general direction from the Associate Director of Transportation, the GIS Analyst designs and produces a wide range of cartographic products with focus on supporting 9-1-1. Work involves providing direction and guidance in strategic operations and

planning; providing for the effective and efficient storage, retrieval, customization, and archiving of data and maps to insure planning, developing, and implementing GIS policies and procedures; and maintaining GIS data and Mapping integrity.

Description of Work

Designs, produces, maintains, and distributes maps in both printed and digital forms. Interfaces with ICT (Information Communication Technology) as needed or required, ETCOG personnel, citizens, county personnel, and various contractors to design and produce GIS as is required and relates to the needs of ETCOG, with a focus on 9-1-1 functionality. Obtains, generates, and maintains current spatial data layers and relational databases. Collects and post-processes GPS data. Works closely with other ETCOG staff to ensure an understanding of their GIS requirements. Ensures that data and metadata are maintained to nationally accepted standards, Spatial Data Standards and NENA (National Emergency Number Association) standards for 9-1-1 and all other projects as may be assigned and required. Ensures that the spatial data layers support Mapped ALI and Phase II Wireless with a planning focus on NG911 (Next Generation 9-1-1). Operates large format HP plotters, laminator, and reproduction equipment as needed. Manages the WAN and Webhosting server to support the exchange and posting of 9-1-1 data and maps as needed or required. Inventories equipment and supplies and prepares supply requests as per ETCOG's established purchasing policies and procedures. Other duties may be assigned.

Other Duties (5%)

Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Solid, broad based knowledge of Geographical Information Systems
- Knowledge and applied broad experience in putting together and overseeing high performance GIS projects.
- Knowledge of GIS software with a focus on ArcGIS Suite and ArcSDE.
- Knowledge of Database and Programming Language with a focus on Microsoft's SQL server and .NET framework.
- Applied knowledge and strict observance of ETCOG's Customer Service Creed.
- Excellent verbal and written communication skills and public presentation skills.
- Ability to work under pressure and meet deadlines.
- Ability to anticipate, identify, and effectively resolve various issues and problems.

- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff, community leaders, and the general public.
- Knowledge of the principles and practices of public relations and customer service.

MINIMUM EDUCATIONAL REQUIREMENTS:

A BS Degree in Geography, Planning, Engineering, Natural Science, or other related field. Candidate must have a practical knowledge and experience using ESRI suite of software including ArcGIS-Arc Info 9.2 (Arc Map, Arc Catalog and Arc Toolbox), and related extensions. Experience may be substituted for educational requirements. Prior experience in managing webhosting and a server environment as a GIS platform is highly desirable. Proficiency in the use of MS products for preparing written documents, reports and presentations is required. Experience with Geographical Information System (GIS) programs, cartography, database management, statistical analysis, ecological modeling, remote sensing, and Global Positioning Systems (GPS).

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:

Position requires work outside regular business hours as required by workload demands.

Texas Class C driver's license with a good driving record.

COMPENSATION

Position Status:	Full-time
Salary Range:	\$42,000 - \$47,000 per year