



Capital Area Council of Governments Job Description

CAPCOG Title: GIS Applications Specialist
Division: Regional Planning and Services
Reports to: GIS Program Manager
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs moderately complex Geographic Information Systems (GIS) work, including data management, spatial analysis, and mapping (cartography), in both desktop and web-based systems. Primary work is focused on the deployment and utilization of the ArcGIS platform, including web-based GIS, for 911-GIS data editing collaboration and quality control, as well as for other related emergency management applications. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Participates in conference calls, workshops, document reviews, and other forms of communication to ensure data models adhere to the National Emergency Number Association (NENA) Next Generation 9-1-1 (NG911) evolving standards.
- Validates GIS data quality by performing topology analysis and utilizing specialized data quality control tools (i.e. GeoComm's GIS Data Hub, etc.) to align with NENA NG911 standards.
- Coordinates with 911-GIS County Addressing Coordinators to perform collaborative data editing and quality control -- specifically for those counties with the greatest issues, but with others as necessary.
- Proposes and implements improvements to 9-1-1-GIS processes (Quality Assurance), including technological advancements.
- Utilizes ArcGIS Enterprise and ArcGIS Online workflows for 9-1-1-GIS data editing collaboration, including versioning and replication methods.
- Deploys ArcGIS Enterprise/ArcGIS Online workflows for disaster-incident management, including WebEOC, and ArcGIS emergency management solutions (i.e. Collector, Survey 123, Operations Dashboard, etc.).
- Coordinates with local emergency managers and their needs related to Homeland Security technology committee objectives.
- Conducts Regional Notification System (RNS) monthly updates.
- Acquires data to perform data management, spatial analysis, and mapping (cartography), using GIS tools for other CAPCOG projects or external customers.
- Documents all job-related workflow processes and concepts which may include documenting with graphics.
- Develops training material, and may train other staff or regional colleagues.
- May manage others on specific tasks or ongoing processes.
- Conducts presentations and demonstrations to committees and other groups with subject matter expertise.
- Works with CAPCOG's IT Dept. and is familiar with back-end systems (i.e. SQL Server) and security, to ensure they are sufficiently operational for GIS activities.
- Participates in staff and regional meetings.

GENERAL QUALIFICATIONS

Education

Minimum of a GIS Certificate or a Bachelor's degree in GIS or with strong GIS course work required.

Experience

Minimum 3 years of experience as a GIS professional having used geospatial technologies, specifically ArcGIS Desktop/ArcGIS Pro, and web-based GIS with ArcGIS Enterprise (Portal) and/or ArcGIS Online is required. An equivalent combination of education, training, and job experience may be substituted as determined by the supervisor.

CAPCOG Core Competencies

- Leadership – Provides direction, motivation, and an example through open communication, optimism, and modeling best practices.
- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.
- Teamwork - Recognizes independence and talent of each member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.

Position Specific Competencies

- Initiative – Takes action to achieve goals without being asked.
- Project Management – Defines and builds consensus among team members and the client’s organization about goals, actions, milestones, and required resources to meet project objectives.
- Regulatory Compliance – Understands regulations and ensures that work is in compliance with regulations.
- Job Knowledge – Demonstrates understanding of objectives, duties, and responsibilities in accordance with the job description.
- Technical Knowledge – Proficiency in use of methods, tools, equipment, and other materials necessary to accomplish work.
- Continuous Learning Orientation – Demonstrates a willingness to learn new skills and actively seeks opportunities to improve oneself.

Knowledge, Skills, and Abilities

- Knowledge of spatial data structures, coordinate systems, editing/topology, geoprocessing, and spatial analysis.
- Knowledge of database management (with respect to GIS), including data entry, field statistics, field calculations, data summaries, table joins, and attribute queries.
- Ability to think critically and spatially to solve problems independently.
- Possess strong interpersonal skills, an excellent work ethic and team-oriented attitude, and strong written and oral communication skills.
- Ability to evaluate analytical results and present that information effectively.

Other Requirements

- Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom

Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Seldom
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Regularly
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

Never 0% Seldom 0-30% Occasionally 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day