



Capital Area Council of Governments

Job Description

CAPCOG Title: GIS Database Administrator
Division: Regional Planning and Services
Reports to: GIS Program Manager
State Title & Salary Grade: GIS III/Database Administrator II/B22
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs complex (journey-level) Geographic Information Systems (GIS) database administration work. Work involves developing, maintaining, and monitoring CAPCOG's 9-1-1 GIS database for various uses, including 9-1-1 map displays at Public Safety Answering Points (PSAPs), updating CAPCOG's Regional Notification System (RNS), and CAPCOG's WebEOC. Contributes to the development of the Regional Data Portal (ArcGIS Enterprise/Online) and its components for more effective distribution and usage of GIS content within CAPCOG, and regionally. Leads efforts to ensure 9-1-1 GIS data is suitable for use in Next-Generation 9-1-1 systems. Trains other staff. 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.

- Coordinates the monthly collection of address points, road centerlines, emergency service zones, and city limit data from local governments for use in CAPCOG's 9-1-1 GIS database.
- Develops and updates Quality Assurance (QA) processes and coordinates Quality Control (QC) for ensuring the quality of CAPCOG's 9-1-1 GIS database.
- Serves as technical lead in working with CAPCOG's Emergency Communications Division on issues related to telephone number reports and PSAP mapping issues.
- Leads the day-to-day execution of tasks related to the process of transitioning the 9-1-1 GeoDatabase to a Next Generation 9-1-1 (NG9-1-1) environment.
- Serves as liaison with the Capital Area Emergency Communications District (CAECD) staff on 9-1-1 related objectives
- Participates in conference calls, workshops, document reviews, and other forms of communication to ensure data models adhere to the National Emergency Number Association (NENA) NG9-1-1 evolving standards.
- Collaborates with local 9-1-1 Addressing Coordinators to perform data editing and QC as necessary to resolve any quality issues.
- Proposes and implements improvements to 9-1-1 GIS QA processes and technological advancements.
- Manages the transition to utilizing ArcGIS Enterprise and ArcGIS Online workflows for 9-1-1 GIS data editing collaboration, including the implementation of versioning and replication.
- Acquires data to perform data management tasks, spatial analysis, and mapping (cartography) using GIS tools for other CAPCOG projects or external customers.
- 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
- Administers the GIS Map User Group (GMUG) meetings, agenda, and membership
- Works with CAPCOG's IT Dept. and is familiar with back-end systems (i.e. SGL Server) and security, to ensure they are sufficiently operational for GIS activities.
- Provides information to CAPCOG Member Services and content for the CAPCOG Web Site and other organizational media.
- Participates in staff and regional meetings. Manages geospatial data, performs geospatial analysis, and creates maps.
- Facilitates the GIS advisory meetings.

GENERAL QUALIFICATIONS

An equivalent combination of education, training, and job experience may be substituted as determined by the supervisor.

Education

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

Experience

Minimum 3 years’ experience as a GIS professional having used geospatial technologies, specifically ArcGIS Desktop and Web GIS with either ArcGIS Online or ArcGIS Server/Portal is required.

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% Regularly 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

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name and Signature

Date

Supervisor Printed Name and Signature

Date