

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2022-248**

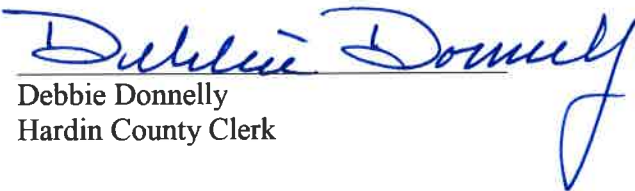
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, to approve revisions to the following job descriptions within the E-911 Department:

1. E-911 GIS Specialist

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 13 December 2022.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

E-911 GIS Specialist

Pay Grade 13

STATUS	
Date: December 13, 2022	Department: E-911
FLSA Status: Non-Exempt	Reporting Authority: Deputy E-911 Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position involves creation and maintenance, quality control, and reporting requirements for the various geofiles and database layers which directly link to the mapping program utilized by Hardin County E-911 dispatch operations. This position is also responsible for the assignment of addresses to new and existing structures located in the county.

Major Essential Duties

- Coordinates, communicates, facilitates, and executes the GIS duties as directed
- Oversee resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of GIS services as it pertains to 911
- Creates GIS maps and apps, develop and maintain documentation and reports as required
- Using a Global Positioning System (GPS) unit, collects, downloads and maintains GPS points on all roads, structures, cell tower locations, etc. data with Hardin County
- Inputs and corrects data, researches data conversions, conducts research to locate and obtain information from existing databases, establishes data specifications and ensure data integrity
- Develops, edits and maintains information in the Computer Aided Dispatch (CAD) program relating to addressing, mapping, response plans and other pertinent information needed to enhance the dispatch of emergency services
- Submits necessary reports to the Commercial Mobile Radio Service (CMRS) Board and participates in CMRS PSAP (Public Safety Answering Point) tests and reviews
- Accurately maintains the Emergency Communications 911 Master Street Address Guide (MSAG)
- Assigns new addresses to structures and other permanent fixtures with Hardin County and advise appropriate agencies in accordance with U.S. Postal guidelines and Hardin County Ordinance 151
- Maintains the Hardin County road map layer, adding new roads and changing ranges when necessary

- Creates and maintains separate address data base used for Funding of Enhanced 911 Emergency Telephone Service per Ordinance No. 312, Series 2018
- Transition existing 911 data base to Next Generation 911 (NG9-1-1) protocol in accordance with State directed schedule. Provide continued maintenance as a separate data base until the County updates program and implements NG9-1-1; provides continued updates and maintenance as required.
- Effectively plans and organizes work and complete tasks with prescribed time frames

Minor Essential Duties

- Attends and participates in meetings, seminars, and other events related to GIS matters
- Demonstrate continuous efforts to improve operations, streamline work process, and work cooperatively and jointly to provide quality service

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent supplemented by four years of GIS experience with 1-year experience in current E-911 GIS protocol
- Associate's degree from an accredited college or technical institution with a major course work of study in computer science, computer programming, drafting technology or closely related field with 2 years applicable GIS job experience with 1-year experience in current E911 GIS protocol.
- Any equivalent combination of education and related experience which provides the applicant with the necessary skills, knowledge and ability required to perform essential functions of the position
- GIS integration using ESRI software to include the latest ArcGIS suite of products
- Computer Aided Dispatch (CAD) Program with integration into NG9-1-1
- Developing and implementing ESRI Geodatabases
- Digitizing, data coding and verification of projects

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to make presentations on related topics to management, other team members and public groups
- Possess strong oral, written, and listening skills
- Possess a thorough understanding of and be able to communicate in the English language

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serves the County’s best interests and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator’s license

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft® Word
 - Spreadsheets such as Works or Excel
 - Visual presentations such as PowerPoint
- Ability to think through all aspects relating to issues or problems; identify, recommend, and implement solutions
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas
- Ability to utilize the Microdynamics DOT-Z1 PRO or other devices used in road measurement calculations

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Regularly (over 2/3 of work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Focus on computer screens

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually low

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must maintain confidentiality when required
- Must have not been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis) and remain free from felony convictions
- Must submit to being fingerprinted
- Must be 18 years of age or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 12, 2022
Status Box Change:



Harry L. Berry
Hardin County Judge/Executive