

COUNTY OF KNOX
Job Description

Position Title:	Geospatial Database Manager
Department:	Emergency Management Agency
Reports To:	EMA Director
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-Exempt (Part time) (Full Time)
Last Revised/Approved:	September 12, 2017 <u>March 10, 2023</u>

POSITION SUMMARY:

The Geospatial Database Manager is responsible for managing GIS operations for Emergency Management Agency (EMA) and the County of Knox; duties include coordinating and managing aerial photography projects; planning, developing and maintaining the GIS within the County of Knox; coordinating the use of GIS data and software with various cities, towns and area agencies; assisting with the purchase of GIS software and maintaining software licenses; planning and organizing GIS software training; updating, management and spatial analysis of GIS data layers through relational database management and custom applications; managing web-based mapping services, and performing mapping updates and map production for the Agency and municipalities upon request.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops, implements and manages GIS data for EMA, the County of Knox, and when requested, for the municipalities.
2. Oversees the development and management of spatial (GIS) and non-spatial databases.
3. Maintains geospatial data and mapping servers.
4. Codes web-mapping applications.
5. Updates parcel maps.
6. Conducts needs assessments and acquires GIS products and services, including aerial photography/mapping contracting, CAD/GIS software, and data collection equipment.
7. Provides addresses for the Enhanced 9-1-1 using address data layer in GIS.
8. Provides technical support and training for cities and towns on the use of GIS to help them do their jobs more efficiently and effectively.
9. Coordinates document management and data sharing between various departments.
10. Provides services comparable to FEMA GIS Specialist (GIS-P) to support County or municipal Emergency Operations Center(s) or other agencies according to mutual aid agreements.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
 2. Work as a member of the Emergency Management team in the performance of duties.
 3. Propose work hours in advance for approval by the EMA Director.
 4. Be punctual for scheduled work and use time appropriately.
 5. Work in harmonious relationships with all county staff and community.
 6. Perform duties in a conscientious, cooperative manner.
 7. Perform required amount of work in a timely fashion with a minimum of errors.
 8. Be neat and maintain a professional appearance.
 9. Possess a valid Maine Driver's license.
 10. Understand and work within Knox County Government Policies and Procedures.
 11. Accept shared responsibility with staff member to successfully complete assigned projects.
 12. Maintain confidentiality. Exercise sound judgment and discretion when dealing with sensitive or other statutorily protected information encountered during course of work.
 13. Knox County includes seventeen separate municipalities, one plantation and several unorganized territories with their own unique emergency management program needs; Each requires a varying level of attention to successfully develop and employ effective GIS programs and emergency planning and response efforts.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit and stand, talk and hear, and operate a standard computer keyboard and mouse repetitively and for long periods of time. The employee is occasionally required to climb, crouch, crawl, bend, or stoop. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed under general office conditions, with a quiet noise level. Work involves some time spent traveling to different locations, meetings, etc. Work may include emergency response data collection or operational support in the field under austere conditions. This position is considered "essential" and the employee may be asked to stay late or be called in during emergency situations.

Must have no unmanageable fear of transportation on watercraft or in aircraft (fixed or rotary wing).

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Three to five years of related progressive technical experience in developing and maintaining geographic information systems and/or computer aided/automated cartography.

- Experience utilizing DHS or FEMA mapping systems, such as HAZUS-MH for hazard analysis and consequence management activities.
- Familiarity with Digital Flood Insurance Rate Maps used in the National Flood Insurance Program.
- Ability to establish and maintain effective working relationships with County, City and Town officials, co-workers and the general public.
- Ability to communicate well, verbally and in writing processes, and skill in making oral and written presentations to different customers including County government, towns and the general public.
- Capacity to create and manage a system which meets the needs of the various user departments in a timely, creative, and workable manner.
- Skill in the organization, analysis, and retrieval of information.
- Functional office experience and effective use of common office productivity applications including, Outlook, Word, Excel, PowerPoint etc.

Education Requirements: The following education requirements are considered essential:

- Bachelor's degree, or equivalent combination of education and experience, in information technology, computer science, GIS, field geography, mapping science, or other related field.
- Must have completed the National Incident Management (NIMS) courses required for EMA/EOC position.
- Thorough knowledge of the standards, practices, methods, and equipment required of a state-of-the-art municipal GIS operation, maintains familiarity with Microsoft Windows Operating Systems, considerable knowledge of standard computer business software for database management and spreadsheets, and knowledge of standard word processing computer software.
- The person in this position must possess all of the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the Geospatial Database Manager function as it relates to all local, state, and federal guidelines.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

