



## Job Description

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<b>TITLE:</b> Rural Addressing Coordinator	<b>JOB CODE:</b> 3480
<b>DEPARTMENT:</b> Community Development	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> January 1, 2008	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**Summary:** Under general supervision: oversees Addressing staff; implements and maintains applications and services for the Addressing Department; works closely with public to provide accurate physical addresses for 9-1-1 services in the unincorporated areas of the County; maintains and submits the GIS road centerline file to the state; performs GIS analysis and maintenance of the Master Street Address Guide (MSAG) for San Juan County Communications Authority; performs daily maintenance on 911 databases used by SJCCA; represents San Juan County interests in state committee work pertaining to Addressing and the state E911 project.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned staff and oversees day to day operations of the Rural Addressing Department; provides work direction and review to Addressing staff; prioritizes, assigns and reviews all tasks and projects pertaining to Rural Addressing.
- Hires, trains, counsels, and instructs employees as required.
- Issues new road numbers for E911 addressing and maintains County road list and GIS files.
- Oversees and performs data maintenance to meet established State and Federal standards; ensures timely and accurate data production and quality assurance and control (QA/QC).
- By means of GIS, creates quality geospatial data for use by other County departments in the base map and for use by San Juan County Communications Authority [Public Service Answering Point (PSAP)] in dispatch mapping.
- Creates, analyzes, edits and maintains the GIS road centerlines in correlation to the MSAG database used by SJCCA.
- Researches, corrects and clarifies errors created within the 911 system.
- Maintains and edits the Master Street Address Guide (MSAG).
- Edits and maintains the Master Address Database (MAD).
- Evaluates and implements addressing policies and procedures to ensure a consistent and functional addressing system.
- Coordinates new addressing initiatives and address changes with Emergency Services and dispatch agencies.
- Prioritizes department projects and maintains project plans to support priority initiatives.
- Initializes databases for tracking projects; assesses user needs and assists in application design.
- Coordinates work activities with other County departments, tribe and municipalities.
- County liaison and knowledge resource for the Navajo Nation's Addressing Initiative.
- Prepares and delivers presentations about addressing for staff, County Commission, government agencies, and the general public.

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### **Rural Addressing Coordinator**

- Addresses all cell towers and maintains cell tower address database.
- Creates, edits and maintains specialty data maps for County departments and the general public as needed using GIS specific software's ArcEditor 9.3 or higher and Autodesk Civil 3D.
- Represents San Juan County, the Addressing and Community Development departments on various state and local committees and work groups; promotes cooperation and sharing of information with community.
- Provides support to the Community Development Administrator.
- Provides input for the development of the annual budget.
- Researches and evaluates new software and recommends purchase and implementation; gathers quotes as required; adheres to all purchasing rules and regulations.
- Submits purchase and budget requests for the department; signs off on warehouse requests and daily deposits in absence of Community Development Administrator; submits travel and training requests for department and staff.
- Attends and participates in professional group meetings; stays up to date on new developments pertaining to Addressing, GIS, E911 and land drafting.
- Completes GIS and Addressing projects as required.
- Coordinates GIS projects between state divisions and local PSAP for 911 data.
- Ensures accurate field work by performing periodic field inspections
- Assigns addresses and performs all duties of Rural Addressing staff as required.
- Performs other related duties as assigned.

#### **Required Knowledge and Skills:**

- Skill and knowledge in the use of state of the art personal computer, lap top, standard business software, GIS and GPS software and equipment, and drafting software and general office equipment
- Ability in presentation preparation and public speaking
- Ability to convey technical information and interpretations of related information to co-workers and/or the public orally or in writing
- Skill in effectively communicating verbal and written instructions
- Ability to understand and to follow complex oral and written instructions
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in working independently or as a team member
- Skill in researching deeds and interpreting legal descriptions
- Skill in planning and implementing policy and procedure
- Ability and skill in effectively using distance measuring device and all manner of field equipment
- Skill in GPS data collection and analysis
- Skill in entry of tabular and spatial data and interpretation of said data
- Skill in the art and science of Cartography (map making)
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Ability to assess department needs for budget review
- Skill in effectively communicating and representing County point of view on committees
- Knowledge of customer service and public relations methods and practices
- Skill in responding to common inquiries or complaints from customers, regulatory agencies or the public
- Knowledge of County policies and procedures and State specifications as applicable

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- Knowledge of safety and health rules and principles

**Education and Experience**

- Associate’s Degree or equivalent and two years related experience and/or training
- Training in ESRI and AutoCAD softwares and GPS equipment
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment; and skill in operating a 4-wheel drive vehicle

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and in the field. May be required to perform repetitive motion such as typing, data entry, prolonged periods of vision stress due to computer monitor exposure and extended periods of intense concentration in the review of documents and reports.
- Field work may subject incumbent to repetitive motion such as driving fence posts and riveting plaques. Extended periods of driving, inclement weather conditions and heavy lifting may also be expected. Must be able to lift more than 25 pounds and be able to apply tire chains if needed.
- Field work may expose incumbent to physical harm, fumes and airborne particles, extreme weather conditions and high noise levels.
- Work schedule for this position may include working on religious holidays.
- Utilize, process and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized may include but is not limited to the following: 4-wheel drive vehicle, distance measuring device, GPS unit, laser, digital camera, personal computer and/or lap top and various complex computer software, fax machine, printer, plotter, post driver, pliers, shovel and rivet gun.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_