



Job Description

TITLE:	Rural Addressing/GIS Tech-Software Analyst	JOB CODE:	3485
DEPARTMENT:	Community Development	FLSA:	Non-Exempt
PREPARED:	January 1, 2008	UPDATED:	08/31/2020

Summary: Under general supervision: works closely with the public to provide accurate physical addresses for 9-1-1 services in the unincorporated areas of the County. Participates in daily operations of Addressing Department; performs needed GIS tasks to provide County with accurate emergency mapping; relates software training to department employees specific to all software used by Community Development; and oversees all in-house IT functions pertaining to software issues.

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.*

- Works closely with the public to assign addresses for the 911 system.
- Identifies land ownership and verifies input data against other recorded information.
- Researches, reads and interprets deeds, real estate contracts, easement documents and survey plats.
- Verifies and reviews tabular and geographic data for entry into the system.
- Operates printer, plotter and other output devices.
- Maintains paperwork pertaining to addressing documentation.
- Edits and maintains the master address database; assists with mapping and maintenance analysis.
- Captures, creates and edits geographic and spatial data pertaining to 9-1-1 addressing and road centerline network by means of GPS, laser, digital camera and various electronic equipment, personal computer and specialized software: ArcMap9.2, and ArcEditor, AddressIt 2.0, Pictometry, Pathfinder, Terrasync, CartoPac and Permits Plus.
- By means of GIS, creates digital and hardcopy cartographic representations and reports (maps and analysis) for County departments and the public displaying requested data.
- Notifies landowners of upcoming changes in addressing and new road designations.
- Drafts land divisions utilizing Autodesk Land Desktop, Map 3D and Raster Design software.
- Participates in San Juan GIS User Group and Utility Council Group to promote communication and data distribution.
- Posts physical addresses in the field, operating County vehicle and field data collection.
- Assists other staff in the preparation of maps, geographic displays and presentations.
- Trains new and existing employees on pertinent software utilized by the department. Relates back all new functions of existing software and stays abreast of new releases to assist staff in keeping up to date with ever changing software.
- Implements the deployment, maintenance and IT functions of all department software.
- Collects fees for County map books, maps and other related geographic data.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Skill in the use of a personal computer, standard business software, specialized GIS and GPS software and equipment, and specialized drafting software

Job Description

Rural Addressing/GIS Tech-Software Analyst

- Ability to convey technical information and interpretations of related information to co-workers or the public
- Ability to utilize state of the art computer systems, GIS specific, drafting, GPS and departmental software in support of assigned tasks
- Ability to understand and to follow complex oral and written instructions
- Ability and skill in effectively using distance measuring device
- Skill in effectively communicating verbal and written instructions
- Skill in working independently or as a team member
- Skill in establishing and maintaining effective working relationships with County staff and the public
- Skill in researching deeds and interpreting legal descriptions
- Skill in GPS data collection and analysis
- Skill in entry of tabular and spatial data and interpretation of said data
- Skill in organizing information and preparing digitized maps for users
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Knowledge of customer service and public relations methods and practices
- Knowledge of pertinent County and State specifications and applicable policies and procedures
- Knowledge of safety and health rules and principles

Education and Experience

- Associate's Degree or equivalent or two years related experience and/or training.
- Possession of a valid New Mexico Driver's License 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. Incumbent 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.

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 various complex computer software, fax machine, printer, plotter, post driver and rivet gun, pliers, shovels, etc.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____

Job Description

Rural Addressing/GIS Tech-Software Analyst