



# Delaware County Government

**Job Role:** GIS Specialist

**Department:** Office of Information and GIS Services

**Job Status:** Full-Time

**Classification:** Exempt

**Work Schedule:** Monday – Friday, (7:30am – 3:30pm) – 40hr/week

**Base Compensation:** \$58,000

## Job Role Description:

The GIS Specialist supports the Chief Information Officer (CIO) in the development and maintenance of the county's Geographic Information Systems (GIS) data and applications. This role may also serve as the CIO's designee in their absence, providing necessary continuity of critical operations.

Primary responsibilities include the maintenance and enhancement of Delaware County's Public Safety GIS data and infrastructure. Key duties involve data management, advanced cartographic work, and collaboration with other departments to implement GIS-based solutions that improve operational efficiency and interdepartmental workflows. The GIS Specialist also provides end-user support and training across various applications.

Secondary duties include operation of the County's meeting video broadcast/streaming system for all regularly recurring county boards and commissions, as well as special meetings as required.

This position operates under the direct supervision of the Chief Information Officer and in coordination with other departments. While work is guided by established policies and procedures, the role allows for independent judgment in carrying out assignments. Overall effectiveness is measured by the successful delivery of outcomes and adherence to administrative and legislative guidelines.



**Essential Duties and Responsibilities:**

- Maintain and support systems that update the County's GIS data utilized in public safety and 911 communications applications.
- Update and manage 911 GIS databases using specialized software, including enterprise-level Computer-Aided Dispatch (CAD) systems and GIS platforms.
- Collaborate with 911 Communication Dept. staff to identify data discrepancies and perform address verification.
- Makes all necessary edits and updates to the GIS, including graphic points, databases attributes including addresses, street names, address ranges, and all pertinent data required for E-911.
- Ensure that all street names and addresses conform to NENA standards
- Coordinate address updates with all relevant agencies responsible for issuing or modifying property addresses within the County.
- Ensure synchronization of address data across multiple county systems to maintain consistency and efficiency.
- Maintain and update the county's comprehensive basemap, incorporating new developments such as construction, business establishments, and infrastructure enhancements.
- Track and apply daily road closures updates to the 911 Public Safety Map Systems to ensure accurate real-time mapping.
- Work closely with the 911 Communications Center to resolve any dispatch-related issues involving address data.
- Produce thematic maps and conduct spatial analysis to support the needs of public safety and other departments upon request.
- Serve as the primary staff person responsible in operating the county's video streaming system for County meetings under the direction of the Chief Information Officer.
- Assist in the maintenance and support of existing GIS applications and datasets used by internal departments and external agencies.
- Design and develop new web-based GIS applications and data services to meet evolving organizational needs as needed.
- Conduct research on emerging technologies and industry best practices to inform the development of innovative GIS solutions.

**Qualifications:**

- Bachelor's Degree in Geography, GIS, Meteorology, or a related field from an accredited institution is preferred.
- Degrees in Natural Resources, Planning, Architecture, or Computer Science may be accepted with substantial GIS experience.
- 1-3 years of GIS-related work experience, including internships is required.
- Formal training and/or demonstrated, significant hands-on experience with GIS software, including ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise, extensions, and other ESRI products.
- Proficiency in all aspects of GIS support, including data creation, editing, analysis, and visualization.
- Ability to manage multiple tasks simultaneously and complete assignments.
- Required courses include: ICS-100, ICS-200, ICS-700, and others as designated by the Chief Information Officer.

#### **Working Conditions:**

- May be required to work non-standard hours, in excess of 40 hours a week.
- May be required to respond to emergencies and incidents in coordination and support of the Emergency Operations Center.
- Required to attend evening meetings for video production tasks.
- May be required to drive a vehicle, and possibly travel overnight to attend conferences or training.
- Job duties are performed in an office condition around 85% of the time
- Job duties are also performed in other office locations around 10% of the time.
- Job duties lastly are involved in outdoor activities around 5% of the time.
- While uncommon, some job duties during an incident or disaster response may require repeated lifting of approximately 50 lbs. and work days in excess of 8 hours.

