

## **Tammany Parish Communications District**

### **Job Description**

Send Resume to [employment@stp911.org](mailto:employment@stp911.org)  
by 4:30 p.m. CST March 9, 2018

#### **Title**

Assistant GIS / Database Administrator – St. Tammany Parish Communications District

#### **Description:**

Responsibilities include assisting with maintenance of the MSAG database, creating and maintenance of map layers within the 9-1-1 maps for various attributes as required.

Position requires a responsible individual who has a technical background and strong communication skills.

#### **Assistant Work Task Examples:**

- **Maintain current and correct MSAG address data base information**  
Reviews, validates and affects necessary correction of address and street information in the Master Street Address Guide (MSAG), reviews and processes address verification requests, address discrepancies requests and performs map and database synchronization. Creates address locator and geo-codes the 9-1-1 database telephone list for the EOC Emergency Notification System annually.
- **Maintain current and accurate road network and structure points for the Parish 911 digital map**  
Establishes and maintains communication with the following parish agencies, Development – Permits, GIS , Assessor's Office and Public Works as well as the local municipalities and other agencies in order to identify all streets, roads and verified addresses structures as well as city boundaries using coordinate geometry to process and update GIS base maps. Coordinates work with the GIS Analyst to obtain new information in the field by using a handheld GPS/GIS data collection system.
- **Addressing and Maintenance**  
Review and assign new addresses for the parish, as well as assist several municipalities with addressing. Notifies the USPS Address Management System (AMS) Office of addressing discrepancies and provides the AMS Office with newly addressed subdivisions. Update MSAG as required.
- **Coordinates Testing and Call Routing**  
Works with Wireless Service Providers, processing test validation worksheets for cell sector routing, verifying data and schedule testing as required. Performs review of Cell Sector routing biennially for wireless carriers.
- **Enterprise Data Sharing Project**  
Participates in the parish Enterprise Data Sharing Project as the 9-1-1 representative, coordinating standards as recommended by NENA and the USPS for address management systems and map data exchange.
- **Special Projects**  
Works with local public service agencies creating zone maps for the police and fire departments, review data for export to third party program applications for computer aided dispatch and automatic vehicle location. Manage special projects as required by the Communications District administration.

**Minimum Preferred Qualifications:**

Technical Associate degree in GIS or equivalent experience. Two years experience and training with GIS mapping software systems such as ESRI Arcview, Trimble Geo 3000 XT handheld GPS mapping and GIS data collection/maintenance system and related software required transferring images into a GIS.

**Requirements**

- While performing the duties of this position, must be able to demonstrate: sufficient vision to read printed materials including computer screen and electronic displays; sufficient close and distant vision, depth perception and ability to adjust focus; sufficient hearing to conduct face to face and telephone conversations; speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone and when addressing groups; the physical, mental and emotional stamina to perform the duties and responsibilities required; ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces; ability to climb, balance, stoop, kneel, crouch, crawl, reach, walk, push, pull, lift, grasp, feel, talk and hear as position requires; ability to lift and/or move objects from 5 to over 10 pounds occasionally;
- Must have the ability to sit approximately 75% of the time, sit and use arm/leg controls approximately 5% of the time, stand approximately 10% of the time, and stand and walk approximately 10% of the time.
- Must also maintain a clean driving record and a valid State of Louisiana Driver's License.
- Must also maintain a minimum 35 hour work week on a regular basis.
- This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It also includes other duties as assigned.

May 21, 2014