

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 20, 2012
CLOSING DATE: JANUARY 3, 2013

DEPARTMENT: Emergency Management/Rural
Addressing

POSITION: Rural Addressing Analyst

LOCATION: Globe

JOB CODE: 12-117

6 MONTH DURATION

HOURLY SALARY: \$14.00 PER HOUR

NATURE OF WORK

Maintain database creating physical property address for every current and future County property.

DUTIES AND RESPONSIBILITIES:

- Provides assistance to the public regarding address notification, information and education to the public.
- Creates a Global Positioning System (GPS) point set in order to create map layers such as road centerlines, driveways, and address locations.
- Coordinates with towns, cities and fire departments, various law enforcement entities and various internal governmental departments and provides assistance, education, mapping services and updates as needed.
- Delivers addressing packets when needed.
- Creates various County area maps.
- Manages day to day operations of the office in assuring goals of the day are met.
- Supports Gila County Emergency Management needs and activities.
- Provides cross-training assistance to staff on the use of GPS equipment and software.
- All other duties as assigned.
- Must complete training – FEMA Independent Study, ISC100-Introduction to IS-Incident Command System, ICS700-Introduction to NIMS-National Incident Management System.

WORKING ENVIRONMENT:

Work is performed on varying County roads and highways and in a standard office environment; and occasionally involves lifting up to 20 pounds, and may on occasion experience extreme weather conditions.

EMPLOYMENT STANDARDS:

High School diploma or GED and two (2) years related experience in AutoCAD mapping design and/or other computer-aided drafting and mapping and experience in working with the public; or any combination of education, training and experience. A Valid Arizona driver's license.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: County regulations and practices, County communities, roads, routes and highways; familiarity with map generated by the Assessor's Office; database systems; AutoCAD mapping design and/or other computer-aided drafting and mapping systems.

Ability to: Read and understand maps of Gila County; make trips to the field in standard transmission vehicle.

Skills in: Operating and maintaining an updated database system; establishing and maintaining effective working relationships with employees, other agencies and the public; following written and verbal instruction; communicating effectively, verbally, and in writing; motivating self and producing effectively without constant supervision; providing customer service.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.