GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: OCTOBER 14, 2015
REVISED: NOVEMBER 10, 2015
CLOSING DATE: DECEMBER 2, 2015

DEPARTMENT: **Public Works GIS/Rural Addressing**

POSITION: **Rural Addressing Analyst**

LOCATION: **Globe**

JOB CODE: **15-099**

ANNUAL SALARY: **$29,737.00-$31,967.00 DOE**

PURPOSE OF THE JOB

The purpose of this job is the performance of local government addressing authority functions that ensure accurate 911 emergency response information is assigned to individual residences, businesses and other structures through the orderly designation of address numbers, road names and centerline mapping. This position also administers and maintains the countywide Master Street Address Guide (MSAG). The role involves customer service, research, fieldwork, database maintenance, and coordination with other agencies, along with other related administrative duties.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Provides customer service to county residents for address requests, changes, validation, and notification, and education regarding the use of 911 addressing, or other information. Prepares monthly reports for purpose of measurement and evaluation of customer service related activities.	20%
• Evaluates, analyzes, and maintains multiple database systems that are translated to GIS mapping systems for the purpose of 911 rural addressing.	15%
• Coordinates with cities and various law enforcement agencies to provide assistance, education, mapping services, updates, and/or manage jurisdictional addressing functions according to IGAs.	15%
• Conducts GPS fieldwork to create map layers (e.g. centerlines, address locations, and driveways).	15%
• Collaborates with regional PSAP working groups with regard to infrastructure functionality pertaining to design and maintenance of 911 infrastructure as it relates to 911 addressing. Administers 911 billing authorization process.	15%
• Works with public roads partners to maintain a comprehensive database. Complies with county, state and federal statutes for systems by which property numbers are assigned.	10%
• Organizes and maintains a filing system in accordance with document retention policy.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries, participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years related experience in ESRI 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.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Database management, geographic positioning systems, Geographic Information Systems (GIS), Cartography, public safety regulations, computer systems.

SKILLS REQUIRED

Analytical thinking, critical thinking, customer service, problem recognition, problem solving, evaluating systems, time management, typing and data entry, MS Office email, wordprocessing and spreadsheet management.

ABILITIES REQUIRED

Make sense of multiple information, find directions and current locations, focus, multi-task, deductive reasoning.

PHYSICAL DEMANDS

- Rarely stands to attend to customers.
- Regularly sits to complete report; occasionally sits to operate special equipment and complete a program.
- Occasionally lifts under 10 lbs. and lifts up to 25 lbs.; rarely lifts up to 50 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to bend, stoop, crawl, kneel and routinely twist.

WORK ENVIRONMENT

Work is performed on varying County roads and highways and in a standard office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens and extreme weather conditions.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

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.