



Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: GIS Technician

DEPARTMENT: 9-1-1 & Public Safety

IMMEDIATE SUPERVISOR: 9-1-1 GIS Manager

DATE: August 2020

FLSA STATUS: Non-exempt



EMPLOYER INFORMATION:

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 9-1-1 services, community & economic development, water resources, air quality, transportation planning and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

In 1988, the Association of Central Governments (ACOG), in partnership with local and state officials, created 9-1-1 ACOG to efficiently provide emergency communication procedures and facilities for Central Oklahoma. Today, 9-1-1 ACOG provides administrative, technical and educational services to nearly 50 communities in Central Oklahoma. This year, 9-1-1 ACOG will embark on implementing NG9-1-1 and will be the first agency in Oklahoma to deliver this cutting-edge and lifesaving technology to its members. The 9-1-1 GIS Technician, which is under the direct supervision of the 9-1-1 GIS Manager, will utilize GIS mapping technology to collect, develop and manipulate data to produce desired reports, maps, and/or graphs related to 9-1-1 services provided by ACOG.

ESSENTIAL JOB FUNCTIONS:

- Communicates with appropriate parties to obtain needed data to incorporate into GIS
- Assures quality control on all assigned projects as well as proactive checks on existing data
- Resolves data discrepancies and other data issues related to data QA/QC
- Prepares and provides requested data and documents to member communities, developers and individuals
- Performs data collection, research and assessments when needed. May include contacting staff or member agencies and/or outside agencies
- Assists with editing data and other tasks and responsibilities as assigned

ADDITIONAL RESPONSIBILITIES:

- Ability to provide excellent customer service to 9-1-1 ACOG member entities as well as private organizations and citizens
- Prepares and develops maps upon request for various types of entities
- Maintains a working knowledge with various software that are used to complete job duties
- Perform projects and other duties as required from management

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- One year of experience in GIS mapping
- An Associate's degree or certificate in GIS, CAD, cartography, applied technology or related field
- Specialized experience or skill may substitute for specific degree or experience requirement. Additionally, the employee holding this position must possess the ability to perform assigned responsibilities as well as new and changing duties, with an attitude of complete cooperation and an inclination to personally identify with the Association's agency goals, objectives and responsibilities

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of ESRI ArcGIS Desktop
- Proficient within Windows operating system
- Excellent verbal and written communication skills
- Exceptional interpersonal and customer service skills, able to work well with a wide range of people
- Ability to prioritize, manage and complete multiple work assignments in a dynamic environment
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Eager to take initiative, accept new techniques and procedures quickly and integrate with daily job

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time, occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Occasionally lift to 50 pounds
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus

WORKING CONDITIONS:

- Normal office environment

COMPENSATION:

The hiring range for this position will be \$36,500 - \$40,500 annually. ACOG offers a competitive benefits package which includes paid vacation and sick leave, health, dental, vision, life insurance and retirement; health reimbursement arrangement, flexible spending account for medical and child/dependent care expense; and flexible work schedules.

HOW TO APPLY:

1. Download the ACOG employment application at:

<http://www.acogok.org/wp-content/uploads/2019/07/ACOG-Employment-Fill-Out-Form.pdf>

2. Send **completed application package** (cover letter, completed application form and resume) to:

Brent Hawkinson, 9-1-1 & Public Safety Director
Association of Central Oklahoma Governments
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Or by email to ssapp@acogok.org with the subject **GIS Technician**.

Incomplete application packages will not be considered. Position is open until filled; initial review of applications begins September 8, 2020.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).