

**Cameron County Emergency Communication District  
501 Camelot Drive  
Harlingen, TX 78550**

**JOB DESCRIPTION  
September 2022**

**POSITION TITLE: GIS ANALYST**

**GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to maintain the Geographical Information System (GIS), MSAG Database, and Addressing system for the unincorporated areas of Cameron County. This position also creates and maintains the master database for the Next Generation digital information format.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Creates and maintains master database using a specialized web tool.

Merges existing databases for digitization purposes.

Validates 911 database with USPS database.

Researches and validates VOIP Addresses with cities in Cameron County.

Researches and corrects map errors and telephone numbers in 911 MSAG Database presented by different agencies.

Answers and responds to calls from residents and businesses about new addresses, problems with documented addresses, and inconsistencies.

Prepares letters for address verification.

Visits new address sites for address verification or for issuing new addresses for residents, developers, and other agencies.

Validates new streets in incorporated cities and adds them to map.

Prepares and prints custom emergency related maps.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as required.

## GIS ANALYST

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's or Associate's degree in GIS or related field or a minimum of three years' experience working in a Geographic Information Systems (GIS) environment.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data and/or information. Includes exercise of judgment in determining time, place, and/or sequence of operations. Includes referencing data to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to make decisions on procedural and technical levels

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information, such as maps, aerial photography, documentation manuals, and technical documents.

**Mathematical Aptitude:** Requires the ability to perform addition, multiplication, and division; calculate decimals and percentages; utilize principles of algebra.

**Functional Reasoning:** Requires ability to apply common sense understanding to carry out basic instructions. Requires ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, which may involve some lifting, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds).

**Sensory Requirements:** Tasks require oral communications ability. Tasks require visual perception and discrimination.

**Environmental Factors:** Tasks are usually performed without exposure to adverse environmental conditions.

Cameron County Emergency Communication District (CCECD) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CCECD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Executive Director.

Please submit your resume to [jdavila@cameroncounty911.com](mailto:jdavila@cameroncounty911.com)