

MARSHALL COUNTY, ALABAMA

Job Description

PLANNER, EMA-GIS

Department: EMA

Job Code: 147

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: EMA Director

JOB SUMMARY

The EMA-GIS Planner develops and maintains GIS databases and gathers geographic data and other map information. Produces accurate and legible maps, databases, graphs, and other spatial analysis results for mitigation and to most accurately predict the impact of an emergency or disaster on the public and on the environment. Assists in all functions necessary to mitigate against, prepare for, respond to, and support continued operations during and recovery from all emergencies or disasters.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains GIS databases.
- Gathers geographic data and other map information.
- Geocodes locations, digitizes, and enters map feature information.
- Researches geographic data conversion requirements for the purpose of risk and vulnerability assessments, mitigation, response, and recovery operations.
- Writes procedures for and trains personnel on correct operation and use of all GIS equipment, including hardware, software, printers, and plotters.
- Coordinates with staff on all matters relating to GIS and Computer Systems equipment, capabilities, and services.
- Writes or edits portions of plans, exercise plans, or other documents relating to GIS equipment capabilities.
- Trains personnel on correct operations and use of systems.
- Maintains Emergency Management GIS Information Technologies systems.
- Troubleshoots, installs, repairs, or arranges for repairs as needed.
- Writes service plans, orders parts, and maintains parts inventories.
- Works in conjunction with the EMA Communications/IT Officer and the Marshall County IT Department in coordinating all Information Technologies integration.
- Provides logistical support for all emergency management operations.
- Maintains equipment and vehicle operational readiness, maintenance, and repair.
- Operates a variety of complex equipment and specialized communication equipment in support of EMA & GIS activities.
- Trains personnel on correct operation and use of vehicles and equipment.
- Assists the EMA Communications/IT Officer with communications and IT support activities.
- Rotates as duty officer and assists with Emergency Operations Center (EOC) activations and operations.
- Monitors weather and maintains related notifications.
- Performs monthly communication tests and enters on WEBEOC.
- Maintains records and coordinates emergency planning associated with hazardous materials stored, transported, or used by local business as regulated by PL99-499 (SARA Title III or Emergency Planning Community Right to Know Act).
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

- Assists EMA Director with LEPC activities.
- Maintains damage assessment files and databases.
- Maintains all tier II files and databases.
- Assists with debris management planning.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, and two (2) years of experience with GIS and Information Technologies and operations, or an equivalent combination of education and experience. Two (2) years of relevant college courses preferred.

Licenses or Certifications:

- Possession of, or ability to obtain, an amateur radio general class license.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- Completion of the FEMA NIMS required online courses within one (1) year of appointment.
- Completion of the FEMA Incident Command classroom courses and the Homeland Security Exercise Evaluation Program (HSEEP) within one (1) year of appointment.

Knowledge, Skills and Abilities: Knowledge of all Esri Products, specifically ArcGIS, ArcViewer, ArcGIS Server, ArcIMS, ArcSDE, ArcGIS Mobile, and ArcPAD.

- Knowledge of the standard practices, tools, and equipment of technical electronics work.
- Knowledge of operating procedures and current Federal Communications Commission (FCC) regulations governing emergency service communications.
- Knowledge of PC Windows operating systems environment and Network Management.
- Knowledge of Photoshop, Adobe Acrobat, and Microsoft Office, especially Word, Excel, and Outlook.
- Skill in the installation of telephone and video equipment.
- Ability to utilize Virtual Alabama which is a graphical software program that utilizes Google Earth Enterprise Client to provide mapping complete with statewide imagery and combination of tools to plot information.
- Ability to provide logistical support for all emergency management operations to include maintaining equipment.
- Ability to read and interpret electronic schematics, wiring diagrams, and technical manuals.
- Ability to prepare written plans and other materials relating to the development of emergency GIS, mapping, and operation of facilities and equipment.
- Ability to analyze user requirements, procedures, and problems to automate or improve existing IT systems and review computer system capabilities, workflow, and scheduling limitations.
- Ability to test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
- Ability to determine computer software or hardware needed to set up or alter existing IT system.
- Ability to maintain regular and prompt attendance plus the ability to work well with others and work well as a team.
- Ability to establish and maintain effective working relationships with public officials, employees, volunteers, the media, and the general public.
- Ability to operate communication devices (hand-held and mobile radios) in a public safety environment.
- Ability to climb and stand on a ladder at least twenty (20) feet high.
- Ability to operate large vehicles, operate forklift, pallet jack, and hook and tow large pieces of equipment, including utility and equipment trailers.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively. Visual acuity at a level to include color, depth perception and field vision, determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles and/or specialty equipment, with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when responding to emergencies.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work may be performed in an indoor or outdoor environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/bites, or rude/hostile citizens. Work involves traveling in between locations. Work involves working extended and unusual hours, including weekends, holidays, and/or off-hour shifts during emergencies or disaster situations, and during training programs, preparedness exercises, and public outreach events.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.