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	BOONE COUNTY FIRE PROTECTION DISTRICT POSITION DESCRIPTIONS
Section 1	**BCFPD/MISSOURI TASK FORCE 1**
	Position Title: Information Technology Specialist
	Position Number: 12
	Reports To: Information Technology Division Director
	FLSA Status: Exempt
	Date Approved: Date Revised:
	Approved By: Doug Westhoff, Fire Chief John Sam Williamson, Board Chair

SUMMARY
The Information Technology Specialist is a highly responsible position that assists the Information Technology Division Director with the management, maintenance, and advancement of the Fire District's information technology infrastructure, data management, system integrations, and business analytics used across the district. This position also provides technical support to internal customers, including troubleshooting diverse issues related to software, desktops, laptops, mobile devices, printers, and peripherals to ensure optimal performance and usability for internal users. This position also assists in a variety of IT tasks, including troubleshooting desktop environments, maintaining application software, updating websites, developing and maintaining GIS applications and products, and installing computers and other technology-related equipment.

This position also serves as the technical lead for supporting specialized operational technologies, including Geographic Information Systems (GIS) software and Unmanned Aircraft Systems (UAS) for the BCFPD/MO-TF1 Disaster Situational Assessment and Reconnaissance (DSAR) Team.

DEFINITIONS
BCFPD: Boone County Fire Protection District
FEMA: Federal Emergency Management Agency
MO-TF1: Missouri Task Force 1, a FEMA Urban Search and Rescue Task Force that is a division of the Boone County Fire Protection District
US&R: Urban Search and Rescue

SUPERVISION RECEIVED
The work is performed under the general direction of the Information Technology Division Director.

SUPERVISION EXERCISED
Supervises assigned career and/or volunteer staff. Carries out supervisory responsibilities in accordance with the Fire District and MO-TF1 policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Utilize IT skills to support end-user technology, database management, system administration, and data integration tasks.
- Proficiency in IT systems, including database management, scripting (Python preferred), and system administration.
- Excellent problem-solving skills and the ability to work with complex data and technical challenges.
- Strong attention to detail and commitment to data accuracy and quality.
- Stay up-to-date with the latest developments in IT, GIS, UAS, technology and industry trends.
- Considerable experience working with ESRI Enterprise, ArcGIS Online, ArcPro, and other industry-standard software.
- Design, develop, and maintain IT and GIS databases, applications, software, data, and tools.
- Collaborate with cross-functional teams to identify and address geospatial data requirements for various projects.
- Import, integrate, and analyze geospatial data from diverse sources, ensuring data quality and accuracy.
- Develop and implement data collection methodologies using UAS platforms, ensuring adherence to regulations and best practices.
- Process and analyze UAS-derived data, including aerial imagery and LiDAR, using specialized software and techniques.
- Implement geospatial workflows and automation scripts to streamline data processing and analysis procedures.
- Provide technical support and training to internal teams and clients on GIS, ESRI, and UAS-related equipment, tools, software, and workflows.
- Document and communicate geospatial and technology processes, procedures, and best practices.

KNOWLEDGE OF:

- The principles and practices of computer science.
- Good analysis and problem-solving skills.
- Google Workspace, video conferencing, wired and wireless networking, Microsoft Word, PowerPoint, Excel, Outlook, and Access required.
- Writing and debugging scripts such as SQL, Python, AWS python scripts, and various object-oriented programming languages.
- Writing and debugging scripts such as HTML, REST API, JavaScript, and various client-server protocols and programming languages.
- ETL and data pipelines for business analytics.
- Disaster response and reconnaissance using GIS and remotes sensing principles.
- The Boone County Fire Protection District/Missouri Task Force 1 organizational structure, functions, equipment, policies, procedures and culture.

- Basic arithmetic functions.
- Basic teaching/coaching methods.
- Basic supervision methods.
- Strong oral and written communications.

ABILITY TO:
- Work alone and unsupervised for long periods of time.
- Deal effectively with persons of diverse backgrounds, interests and points of view.
- Establish program objectives or performance goals and assess progress towards their achievement.
- Analyze organizational and operational issues and develop timely and economical solutions.
- Professionally represent the Fire District and MO-TF1 within and outside the organization, and to gain support for their programs and goals.
- Meet all general and specific training and administrative requirements of your assigned Task Force position.
- Consider new ideas or divergent points of view.
- Understand and learn from oral and written sources.
- Read and write the English language at a level necessary for efficient performance.
- Keep records and prepare required oral and written reports.
- Understand and follow oral instructions.
- Analyze situations and develop an effective course of action.
- Work long hours and at times under stressful conditions.
- Perform a wide variety of firefighting, rescue, emergency medical, emergency preparedness training, and administrative duties.
- Supervise the effective use of fire/rescue equipment and apparatus.
- Perform physical and strenuous work requiring physical strength, coordination, endurance, and flexibility.

EDUCATION/EXPERIENCE
- High school diploma or G.E.D. equivalent is required.
- Bachelor's degree in computer science, Geographic Information Systems, or a related field, or equivalent experience.
- Minimum of 2 years direct hands-on experience in Information Technology and/or GIS with documented client support, system development/integration, and project management skills
- Membership with the Boone County Fire Protection District and/or Missouri Task Force 1 preferred.

LICENSES/CERTIFICATIONS
- Must possess a valid Missouri Driver's License at the date of hire and must maintain such license throughout their employment.
- Must obtain a Remote Pilot Certificate from the FAA within 6 months.

PHYSICAL DEMANDS

- 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A dangerous work environment that includes exposure to water, smoke, heat, cold, dust particles, falling material, electrical shock, chemicals, traffic, and confined spaces.
- The noise level may at times be extremely loud.
- May have to perform their duties for long hours with minimal opportunity for rest or sleep.

SPECIAL QUALIFICATIONS

- Significant attendance and/or coursework in varied areas of the fire service, emergency medical services, hazardous materials, urban search & rescue, technical rescue, and emergency preparedness

SALARY RANGE

- Salaried – Level 4

The Boone County Fire Protection District is an "at-will", Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the BCFPD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. As an "at-will" employer, this document does not constitute a contract and does not guarantee employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

This Position Description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change.

Employee Acknowledgement: _____   Date: _____

Recommended by: _____
  Fire Chief, Boone County Fire Protection District

Approved by: _____
  Board Chair, Board of Directors

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