

 <p>Section</p> <p>1</p>	BOONE COUNTY FIRE PROTECTION DISTRICT POSITION DESCRIPTIONS	
	BCFPD/MISSOURI TASK FORCE 1	
	Position Title: IT/GIS Specialist	
	Position Number: 12	
	Reports To: IT/Technology Division Manager	
FLSA Status: Exempt		
Date Approved: April 11, 2023		Date Revised:
Approved By:		
Scott Olsen, Fire Chief		John Sam Williamson, Board Chair

SUMMARY

The IT/GIS Specialist position is a highly responsible position that assists the IT/Technology Division Manager with the management and maintenance of the Fire Districts’ information technology infrastructure. This position assists the IT/Technology Division Manager in a variety of tasks, including but not be limited to, troubleshooting desktop computer and software issues, maintaining, and updating a variety of servers, databases and application software, updating websites, installing hardware and networking equipment, and other related duties. This position is also responsible for producing high quality maps to meet defined cartographic standards, utilizing the suite of ESRI Geographical Information Systems (GIS) software including extensions (Maplex, Spatial Analyst, 3D Analyst, etc) to perform high-level analysis to support various mapping projects, provide technical customer support to internal and external customers, ensure adherence to departmental policies and procedures, train and mentor co-workers on advanced skills and mapping techniques such as editing, geocoding, data conversion, and error reconciliation, participate in designing and improving the GIS database, coordinating updates and changes while ensuring accuracy and completeness, and maintaining awareness of current advances in technology as it relates to GIS and provide pertinent information to co-workers. This position will also be responsible for providing training and support in GIS, unmanned aircraft systems (UAS), and related technologies for the BCFPD/MO-TF1 Disaster Situational Assessment and Reconnaissance (DSAR) Team. This includes conducting training, research, and development activities, managing equipment logistics, maintenance, and utilizing remote sensing techniques to enhance disaster search and rescue operations.

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 IT/Technology Division Manager.

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 be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Design, develop and maintain IT and GIS databases, applications, software, data, and tools.
- Use ESRI Enterprise, ArcGIS Online, ArcPro, and other industry-standard software.
- 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.
- Proficiency in IT systems, including database management, scripting (Python preferred), and system administration.
- Utilize IT skills to support end user technology, database management, system administration, and data integration tasks.
- 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.
- Implement geospatial workflows and automation scripts to streamline data processing and analysis procedures.
- Stay up to date with the latest developments in GIS, UAS, IT technology and industry trends.
- 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:

- Considerable experience working in a GIS environment desired.
- Must have ESRI experience.
- Knowledge of writing scripts such as SQL, Python, and various object-oriented programming languages.
- Must have good analysis and problem-solving skills.
- Good knowledge of the principles and practices of computer science.
- Basic knowledge of MS Word, PowerPoint, Excel, Outlook, and Access required.
- 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.

SKILLS IN:

- Understanding and learning from oral and written sources.

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 or higher in Geographic Information Systems, Computer Science, Remote Sensing, or a related field.
- Minimum of 2 years direct hands-on experience in 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.

- Dangerous work environment which 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 – Exempt Level 5

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 offers no guarantee of 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 need of the employer and the requirements of the job change.

Employee Acknowledgement : _____ Date: _____

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

Approved by: _____
Board Chair, Board of Directors