

**FIRE INFORMATION SYSTEMS/GIS (GEOGRAPHIC INFORMATION SYSTEM)
SPECIALIST**

JOB DESCRIPTION

Classification Responsibilities: A Fire Information Systems/GIS (Geographic Information System) Specialist is responsible for performing administrative, training, and technical systems analysis work in establishing and maintaining computer information systems and software independently and through coordination with the City's Information Technology Department (ITD). Specific duties include: creating rules, prompts and maintenance for Firehouse Records Management System (RMS), including entering/programming code, checking rules, creating tables and reports; managing information systems software (i.e., Firehouse, ZOI, GIS); interacting directly with vendors for support and coordination of upgrades and problem fixes; installing patches; managing user security, roles and permissions; creating, developing and maintaining GIS databases and linkages; developing and performing complex spatial analysis and multiple database queries; creating coverages and polygons for CAD mapping; and providing primary training for Firehouse system and GIS. In addition, incumbent is responsible for making modifications to existing software packages; developing standards and control procedures for end-users; entering data into the GIS and providing GIS support to the Fire and Medical Department.

Distinguishing Features: A Fire Information Systems/GIS Specialist is in the Fire and Medical Department and serves as a liaison to the City's Information Technology Department. A Fire Information Systems/GIS Specialist works with considerable independence. This class receives general supervision from a Battalion Chief – Deputy Chief who reviews work through meetings, reports, and the evaluation of overall results achieved. An employee in this class may be required to be available on a 24-hour basis to cover emergency situations. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Quantitative Systems, GIS, Geography, Planning, Engineering, or closely related field. Considerable (3 - 5 years) experience in programming or systems analysis or the design, testing, and implementation of computer-based information systems. At least one year working with GIS or closely related field.

Special Requirements. None.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Experience in using Microsoft Windows. Experience in any of the following: ESRI technologies (ArcGIS Desktop, ArcGIS Server, ArcObjects), Intergraph, Microstation, personal geodatabases, SharePoint, or AutoCAD. Some (6 months - 1 year) lead or supervisory experience.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with other City employees, technical staff, management, vendors, contractors, public officials, federal agencies, and the general public in order to coordinate information systems, GIS and related activities. Instructs and/or trains other employees in a classroom setting or on an individual basis. Uses both technical and nontechnical language to explain complex subjects and processes. Prepares written documents such as reports, information system requirements, user documentation, system security guidelines and procedures; various procedure and training manuals, with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Provides recommendations and specifications through formal presentations of findings in order to communicate to management and ITD GIS technical staff. Graphically communicates through maps and other visual presentation formats. Presents facts clearly and accurately. Performs problem resolution, documentation, and testing related to Firehouse Records Management System, GIS, and ZOI.

Manual/Physical: Updates staff security records; monitors system security/access to automated systems; and may perform security audits. Performs systems maintenance. Schedules and installs system upgrades. Updates various code tables and documents system administrator procedures. Troubleshoots, diagnoses, and corrects minor personal computer malfunctions. Prepares and/or updates graphs, schedules, and flowcharts to document requirements and prepare administrative reports. Operates a variety of standard office equipment such as a personal computer (PC), telephone, calculator, printer, and plotter. Enters data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. Remains in a sitting position for extended periods of time. Performs fine hand movements in the accurate use of drafting instruments. Meets scheduling and attendance requirements.

Mental: Prioritizes own work. Resolves procedural, operational, and other work-related problems. Coordinates work activities, program functions, and new system enhancements with ITD. Promotes automation of departmental operations and develops system requirements for automated systems and assists staff with the adaptation of computer applications software to specific tasks. Ensures the integrity of data entry and retrieval for departmental systems. Provides and/or coordinates the training of department employees relative to the use of computers and automated systems. Serves as liaison with system vendors in order to solve problems, maintain equipment, and schedule training. May assist with short- and long-term planning. Comprehends and makes inferences from written material such as system requirements and related documentation, journals, Internet listservs, computer software manuals, and specification sheets to learn systems, train users, and keep up-to-date with technological advances. Learns job-related material through on-the-job training and in a classroom setting. Oversees the process to convert paper and/or digital data into the City's GIS format. Performs quality assurance on converted GIS data to ensure conformance with City standards. Performs math calculations for GIS data analysis and map development. Develops new GIS applications. Seeks job-related knowledge through own initiative, by attending training courses, conferences, etc. Plans work and thinks conceptually, observes and evaluates trends, analyzes data, draws logical conclusions, and makes sound decisions and recommendations. Develops short- and long-term plans/goals regarding geographic mapping related information. Makes recommendations to improve GIS functionality.

Knowledge and Abilities:

Knowledge of:

the theory, principles, and practices of system specification standards and application programming; computer programming, computer systems design, hardware and software capabilities, and operating procedures;

personal computer hardware and peripherals;

basic data processing procedures, operations, data flow, and records maintenance;

the capabilities of data processing services and products;

basic personal computer software, including word processing, spreadsheets, and database management programs;

research and design techniques, methods, and procedures;

learning theories and techniques as they apply to adult training programs;

ESRI GIS software, such as ArcGIS Desktop and extensions, Geoprocessing Tools, and GIS data management, etc.;

digitizing and data manipulation procedures for GIS;

geodatabase design;

computer system designs;

project management tools;

network concepts; and

testing procedures, backup and recovery procedures, and security.

Ability to:

analyze systems and procedures accurately and logically;

grasp new technical and business concepts quickly;

study users' work procedures and operational methods and make recommendations for improvement;

identify the training needs of departmental personnel;

explain technical data processing problems in non-technical terms;

determine computer information storage requirements;

exercise initiative in the improvement, development, and conduct of automation programs;

become familiar with Fire industry-specific terminology and symbology;

learn existing GIS systems and business functions;

study procedures and operational methods, and make recommendations for improving efficiency and accuracy;

analyze complex problems, determine resolutions, and recommend action;

acquire knowledge and keep abreast of new technology trends through seminars, trade journals, and professional organizations;

recommend appropriate training and provide training to team members;

develop and test computer applications, using the City's preferred development tools for the recruited position;

plan how to accomplish assigned tasks;

work with a team or individually to identify and prioritize tasks needed to accomplish a project;

develop contingency plans for multiple tasks and projects;

act as project leader on small projects, develop and use project management skills and tools;

contribute ideas;

maintain and update GIS data and related databases using GIS and other software;

complete mapping tasks in a timely manner and prioritize mapping requests;
apply quality control/quality assurance standards and practices to GIS data;
complete spatial analysis and database queries;
demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, work cooperatively and jointly to provide seamless customer services;
assist with Web development projects, which may include working on project teams with other City persons; and
establish and maintain effective working relationships with coworkers, managers, Information Services personnel, other City employees, vendors, professional organizations, and personnel from other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 42-200

PAY GRADE: 51

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