

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**EMA GIS PLANNER**

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**JOB GRADE: 13**

**JOB CODE: 147**

Department: Emergency Management Agency  
Reports To: EMA Director  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 43-4171.00, 15-1199-05, 43-9061.00

**JOB DESCRIPTION**

Develop and maintain GIS databases, gather geographic data and other map information. Produce 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. Under the direction of the EMA director, the EMA GIS Planner will assist in all functions necessary to mitigate against, prepare for, respond to, continue operations during and recover from all emergencies or disasters.

**ESSENTIAL JOB FUNCTIONS**

- A. Develop and maintain GIS databases:
1. Gather geographic data and other map information.
  2. Geocode locations, digitize and enter map feature information.
  3. Research geographic data conversion requirements for the purpose of risk and vulnerability assessments, mitigation, response and recovery operations.
- B. Write procedures for and train personnel on correct operation and use of all GIS equipment, including hardware, software, printers & plotters:
1. Coordinate with staff on all matters relating to GIS and Computer Systems equipment, capabilities and services.
  2. Write or edit portions of plans, exercise plans, or other documents relating to GIS equipment capabilities.
  3. Train personnel on correct operations and use of systems.
- C. Maintain Emergency Management GIS Information Technologies systems including; servers, routers, software/hardware, and other equipment:
1. Troubleshoot, install, repair, or arrange for repairs as needed.
  2. Write service plans, order parts, and maintain parts inventories.
  3. Work in conjunction with the EMA Communications/IT Officer and the Marshall County IT Department in coordinating all Information Technologies integration.

**ESSENTIAL JOB FUNCTIONS (Continued)**

- D. Provide logistical support for all emergency management operations:
1. Maintain equipment and vehicle operational readiness, maintenance and repair.
  2. Operate a variety of complex equipment and specialized communication equipment in support of EMA & GIS activities.
  3. Train personnel on correct operation and use of vehicles and equipment.
  4. Assist the EMA Communications/IT Officer with communications and IT support activities.
- E. Rotate as duty officer and assist with Emergency Operations Center (EOC) activations and operations
- F. Maintain records and coordinate 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).

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all Esri Products, specifically ArcGIS, ArcViewer, ArcGIS Server, ArcIMS, ArcSDE, ArcGIS Mobile, and ArcPAD.
- 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.
- Thorough knowledge of the standard practices, tools and equipment of technical electronics work.
- 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.
- Knowledge of operating procedures and current Federal Communications Commission (FCC) regulations governing emergency service communications.
- Ability to prepare written plans and other materials relating to the development of emergency GIS, mapping and operation of facilities and equipment.
- Skill in the installation of telephone and video 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.
- Knowledge of PC Window's operating systems environment and Network Management.
- Knowledge of Photoshop, Adobe Acrobat, Microsoft Office, especially Word, Excel and Outlook.
- 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.

**SPECIAL REQUIREMENTS**

- Completion of the FEMA NIMS Required On-Line Courses within six (6) months of appointment.
- Completion of the FEMA Incident Command Class Room Courses and the Homeland Security Exercise Evaluation Program (HSEEP) within one year of employment.
- Possession of, or ability to obtain, an amateur radio general class license within four (4) months of appointment.
- Ability to operate Communication devices (Hand-Held and Mobile Radios) in a public safety environment.
- Ability to lift at least fifty (50) pounds.
- Ability to climb and stand on a ladder at least twenty (20) feet high.
- Ability to work from a bucket attached to an aerial lift of seventy (70) feet high.
- Ability to stoop, bend or lie within floor crawl space areas.
- Ability to operate large vehicles, operate forklift, pallet jack, and hook and tow large pieces of equipment, including utility and equipment trailers.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or the successful completion of the General Educational Development (GED) test; supplemented by at least two (2) years of experience with GIS and Information Technologies and operations; or any combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.
- Must possess and maintain a valid State of Alabama driver's license and a driving record suitable for insurability.
- At least two (2) years of relevant college courses desired.

**NOTE:** *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.*

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**