

GIS/Planning Specialist

Division: Administration

GIS/Planning Department

FSLA: Non-Exempt

Job Classification: Classified, Range \$13.59-\$21.21

Reports to: County Manager

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: No

SUMMARY OF JOB:

Under limited supervision by the County Manager, perform as Rural Addressor, Planner, Geographic Information Systems (GIS) and Permitting Specialist. Perform related duties as assigned. Demonstrate strong ethical, professional, and service-oriented customer service.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Reviews subdivision plans, subdivision exemption requests, road crossing permits, cannabis permits, and other county permits
- Research property, easements, and right-of-way and gathers historical information
- Preparation of graphics for major planning documents
- Issue new addresses within Union County
- Report new addresses or confirm verified addresses to local Post Offices and local utilities
- Coordinate the County's Geographic Information Systems (GIS) system: reviews and analyzes the GIS system and its applications; establishes and recommends programs and projects, software and hardware upgrades
- Track and update local GIS data to assist in better GIS information for the public including road, planning, and permitting management data
- Assimilate GIS information for use by the E-911 system and submit appropriate data to state agencies
- Maintain the Master Street Addressing Guide (MSAG) for County. Responsible for the final content and accuracy of the MSAG database. Correcting the MSAG by making deletions, insertions, and changes to MSAG records and assigning Emergency Service Zones (ESZ) to each MSAG record
- With County Manager and Commission approval, determine the Geographical areas that represent unique combinations of emergency services.

- Serve as the liaison for all agencies participating in the MSAG. Building relationships and assisting in resolving interagency issues
- Responsible for reviewing and correcting TN records that do not match MSAG
- Mediate any E-911 boundary disputes, geographic problems, address assignments, addressing standards questions, and 911 routing issues
- Act as the point of contact for the local government concerning any records related to the E-911 data base and MSAG
- Develop policies and procedures concerning E-911 and rural addressing
- Maintain County Road audit documents, preparing needed documents, and working with NMDOT for annual road inspection
- Assist road department with road attributes by using GPS equipment to locate and map county road improvements
- Review subdivision plans and provide recommendations to the County Commission
- Monitor subdivision planning, applicable permitting and construction to ensure compliance.
- Communicate with the local Public Safety Answering Point (PSAP) and The State Department of Finance and Administration (DFA) Coordinator and communicate with State, City, and local agencies
- Participate and assist with strategic management, budgetary planning, and fiscal monitoring of department
- Work with Road Superintendent to purchase road department signage
- Work with other County offices pertaining to their GIS needs
- Perform other duties as assigned
- Perform all duties with minimal supervision.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Minimum of two (2) years of Rural Addressing, Planner, and GIS experience preferred
- GISP certification preferred
- Must possess moderate to advanced computer skills and knowledge
- An equivalent combination of education and experience in related field.
- Must possess and maintain a valid Driver's License.
- Must successfully complete background investigation which may include, but is not limited to: criminal record search, driving record screening, drug screening, physical examination, reference check, employment verification, and credit check.
- Basic knowledge of technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; mapping software and methods (ESRI, AUTOCAD, Windows, etc.); various geographic databases, including State of New Mexico, USGS digital line graphics, surveying practices including GPS point retrieval, State Plane Coordination Systems (NAD27 and NAD83), GLO map

interpretation and Area Reference Plan (ARP) interpretation; quality assurance and control methods.

- Ability to communicate effectively in both oral and written English, to prepare accurate, concise, complete and informative written materials.
- Ability to explain technical terms and information to non-technical individuals.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Ability to interact professionally with public, property owners, supervisor, and other co-workers.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA).
- Attend staff meetings and in-services.
- Participate in performance improvement and continuous quality improvement activities.

WORK ENVIRONMENT:

Performance of duties typically occur in a comfortable office setting; occasional exposure to weather extremes if in the field. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving. Periodic travel required in normal course of job performance.

KNOWLEDGE AND SKILLS:

- Knowledge of computer applications, PC's, laptops, and data integration.
- Knowledge of Global Positioning System (GPS) equipment, plotters, printers, scanners, projectors, and related technical equipment.
- Ability to deal with various levels of stress associated with the need for accuracy with legal and financial implications; perform computer mapping and mapping evaluations; read and understand legal documents; perform mathematical computations; operate calculators and standard office equipment; work independently; communicate effectively, verbally and in graphic and writing formats; develop effective working relationships with supervisor, fellow

employees, and the public.

- Ability to create a user profile at [ESRI.com/training](https://www.esri.com/training) website and complete fifteen (15) hours of online courses within one (1) year of date of hire; including: ArcGIS: An Introduction, Getting Started with GIS, GIS Basics, Understanding Basics: Essential GIS Workflows, Getting Started with Data Management, ArcGIS Online Basics, Basics of Geographic Coordinate Systems, Getting Started with Mapping and Visualization, Getting Started with Spatial Analysis.
- Ability to continue to use [ERSI.com/training](https://www.esri.com/training) website to independently further your knowledge in the techniques and advancements offered in GIS.