



NACOGDOCHES COUNTY

Job Opportunity

Position: Geospatial & 911 Addressing Coordinator

Open Until Filled

Type: Regular, Full-Time

Salary Range: \$38,915 to \$43,585 per year depending on experience, plus benefits

General Description:

The 911 Addressing Coordinator works with various organizations in the public and private sector to establish and maintain records of the correct physical addresses of homes and businesses within Nacogdoches County. Maintains computerized data-base and map files for the 911 system. Monitors, maintains, and seeks to improve the county's geospatial (GIS) data and abilities to help reach county goals and objectives, primarily regarding public safety. Manages and maintains County GIS specific servers, computers, devices, software, databases, and web applications. Supervises and directs the GIS Intern. Performs other functions as required.

Knowledge, Skills & Abilities:

- Knowledge of and ability to interpret and apply pertinent federal, state, and local laws, codes and regulations relating to 911 addressing
- Extensive knowledge of and ability to effectively use ESRI ArcGIS mapping software, including ArcGIS Desktop, ArcGIS Pro, ArcGIS License Manager, ArcSDE/Geospatial DBMS, ArcGIS Server, ArcGIS Enterprise, and ArcGIS Online
- Ability to use Microsoft Office software including but not limited to MS Word and Excel
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Knowledge of the county and of county government
- Ability to gather, organizes, correlate, and analyze facts to devise solutions to problems
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Additional Information:

- Work performed indoors with some outdoor exposure
- Travel within the county to various County offices and outside of the county to training events
- Occasional evening or weekend work hours may be required
- Requires ability to sit, stand, walk, climb, stoop, bend, crouch, crawl and reach
- Requires ability to distinguish colors
- Requires sufficient physical abilities to operate computers, telephone and office equipment
- Requires ability to lift and carry up to 25 pounds

Qualifications:

- Bachelor Degree in a related field or an equivalent of combined relevant experience and education
- Minimum of 3 years of experience working with ESRI ArcGIS software, including at least 1 year experience working with ArcGIS Server software
- Must possess a valid Texas Driver's license
- Acceptable knowledge of 911 Addressing programs, rules and regulations

Instructions:

Submit a completed and signed Nacogdoches County Employment Application along with a resume and list of professional references to the address below.

Submit application to: Nacogdoches County
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Application package may be emailed to: personnel@co.nacogdoches.tx.us