

# Greater Harris County 9-1-1 Emergency Network

**Job Title:**

**GIS Analyst**

## Primary Responsibility Summary

GIS (Geographic Information Systems) analysts work at the intersection of data analysis, programming and cartography. Their primary duties include maintaining spatial data through mapping software and designing digital maps with geographic data and various other data sets for 9-1-1 call routing.

## Core Responsibilities (Not Limited To)

Responsible for data creation, accuracy and maintenance of GIS data used in the routing of 9-1-1 calls.

Investigate reported location and routing discrepancies

Fulfill requests from staff and outside entities for accurate, customized, and visually appealing maps and reports.

## General Responsibilities (Not Limited To)

Project management for areas of responsibility including coordination with other groups/resources.

Provide timely analysis on the assigned projects and their status.

Follow all GHC 9-1-1 policies

## Specific Responsibilities (Not Limited To)

Daily GIS maintenance

Projects related to lines, points and polygons

Projects related to data compare

Projects related to data error resolution

## Job Specifications

Good communication skills, and the ability to work with others professionally under all working conditions.

Must be able to execute a course of action based upon goals outlined by Leadership.

Must be self motivated, enjoy challenges and be able to adjust to numerous changes.

Good documentation skills

Must be able to think independently and discuss issues of concern with vendors, colleagues, other 9-1-1 authorities and service providers.

Provide exceptional customer service and a high level of professionalism when working with others.

## Knowledge/Work Experience

Advanced broad knowledge of GIS and 9-1-1 processes

General knowledge of current 9-1-1 systems and architecture

Knowledge of ESRI products with focus on ArcPro

Python and scripting is a plus

## Education/Experience

2/4 year degree in related field preferred

Directly related job experience or technical certifications may be substituted

## Working Conditions/Environment

Working environment is generally favorable. Support staff working environments and locations will vary depending on project needs.

## Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.