

Polk County Sheriff's Office Job Description
1924 GIS and Data Support Specialist
February 17, 2009

Position Concept:

The GIS and Data Support Specialist is responsible for the preparation and maintenance of geographic and geo-file data sets for use in the Geographic Information System (GIS), Computer Aided Dispatch (CAD), Automated Vehicle Location (AVL) and Integrated System Solution (ISS). In addition, the position is responsible for ISS and Records file maintenance as it relates to GIS /GEO agency data. The member performs technical, training and administrative duties and tasks specific to the position to support the agencies GIS and GEO file needs.

An important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The GIS and Data Support Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Oversee/coordinate data services
- Serve as vendor/customer liaison
- Resolve technical issues
- Maintain data reference files
- Offer ad hoc reporting software support
- Perform research/procure documents
- Formulate standards and procedures
- Analyze needs for products/services
- Design/create maps
- Liaison with GIS professionals/agencies
- Perform/monitor spatial database process
- Perform data backup/security
- Monitor system performance/maintenance
- Verify site address for mapping
- Maintain training
- Provide assistance/training to members and county users
- Troubleshoot, resolve problems with software, hardware

Education, Professional Certification or License:

- Four (4) year degree from an accredited college or university in geographic information systems, computer science or other related field
- Certified geographic information systems (GIS) Professional GISP experience and/or certification desired
- Valid Florida driver's license

Professional Experience:

- Minimum two (2) years experience with operation and repair of various computers and peripherals preferred
- Previous experience in a law enforcement agency

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work performed mainly in an office setting with normal level of stress
- Works near high voltage electrical system

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Creating/editing shape files
- CAD specific systems
- Current GIS technologies
- Polk County Gov and Geography
- GIS programming
- Data analysis
- Customer business analysis
- Data conversions
- Data acquisition/management
- Systems analysis
- Ad hoc reporting software
- Microsoft Office
- Importing/exporting data
- Resource management
- Computer equipment/peripherals
- Various software
- Supplies

Ability to:

- Read/understand maps
- Read GIS/CAD Geo-File data
- Perform intermediate level GIS scripting
- Conduct analysis of GIS source data
- Comprehend software problems
- Perform system troubleshooting
- Read and write English
- Multi-task
- Operate motor vehicle
- Work in team environment
- Work independently

Skills:

- Instructor
- Program management
- Planning
- Organizational
- Customer service
- Analytical
- Problem solving
- Advanced communication
- Strong decision making
- Technical
- Keyboarding
- Basic English grammar
- Mathematical
- Public speaking
- Interpersonal
- Research

Physical Requirements:

- Sit for long periods
- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Stand for long periods
- Bend/squat
- Lift/carry 25 lbs.
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.