



Mike Shay
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Anthony Marzano, CEM, ENP
Chief Administrator / CEO

Will County Emergency Telephone System
16911 West Laraway Road, Suite 102
Joliet, IL 60433

VACANCY ANNOUNCEMENT

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST
DEPARTMENT: 9-1-1 Emergency Telephone System
REPORTS TO: GIS Manager
CLASSIFICATION: Full-Time / Exempt
STARTING SALARY: \$56,000-\$65,000 D.O.Q (Grade 12)

JOB SUMMARY: Under the direction of the GIS Manager, performs intermediate to advanced technical support for GIS supporting NG9-1-1 and public safety agencies. Creates, maintains, tests, and enhances GIS datasets, maps, and applications to support system needs and customer requirements.

ESSENTIAL FUNCTIONS: The following summarizes the essential functions of the position. Additional duties may be assigned:

- Under the general direction of the GIS Manager, assists in the development and maintenance of various Computer Aided Dispatch (CAD) layers which provide mission-critical information for the operation of the County 9-1-1 system.
- Assists in the ongoing updating, correction, and reconciliation to various databases and map layers which support call routing, dispatch, and the delivery of NG9-1-1 public safety services.
- Assists with master addressing functions, including address and/or street name coordination and deconfliction.
- Uses information from a variety of databases to prepare digital data and hard copy maps for distribution to stakeholders and vendors.
- Provides GIS and related customer service as assigned through the 9-1-1 Office help desk system. Provides GIS support to a variety of stakeholders including served agencies, other County departments, 9-1-1 staff, and vendors.
- Carries out special projects as assigned and directed by the GIS Manager.
- Maintains a current and thorough knowledge of GIS and 9-1-1 subject matter through ongoing professional education, training, and attendance at approved technical and professional meetings, seminars, and conferences.

EDUCATION AND/OR EXPERIENCE: Associates Degree or Certification from an accredited two-year college or professional/technical school or program in GIS, Computer Science, Cartography or related field with two (2) years' experience in mapping, 9-1-1 communication or other 9-1-1 functions, or an equivalent combination of education and experience.

Prior experience with 9-1-1 or emergency response operations, GPS data acquisition, and government operations at the county or regional level preferred.

REQUIRED SKILLS & ABILITIES: In-depth knowledge of the principles of surveying, mapping, global positioning systems and usage of aerial photography and satellite imagery, principles and practices of geographic information systems, including computerized data compilation and conversion techniques, database management systems, graphic applications and overlays, and spatial models for computer analysis. Ability to read, understand, develop, manipulate, and analyze geographic information in a variety of data formats and projects, including raster, vector and written legal (metes bounds) descriptions. Comprehensive understanding of ESRI ArcGIS and working knowledge of SDE, ArcPad, Model Builder and Python. Experience using the Microsoft Office suite of programs, including Excel, Publisher and Access. Must have the ability to multitask due to a high frequency of interruptions while maintaining strong attention to detail. Ability to work in a dynamic team environment.

PHYSICAL FACTORS & WORKING CONDITIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The working conditions of the job are mainly sedentary in a climate controlled professional office. Infrequent occasional exposure to outdoor elements may be required. Work will occasionally be required outside of normal business hours to meet important deadlines or deliver essential services. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is required to frequently stand, talk, see, and hear clearly. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

This position occasionally operates a County vehicle, so possession of a valid Illinois Driver's license with driving record acceptable to the County Driving Policy and insurance program is required.

AMERICANS WITH DISABILITIES ACT (ADA): This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Duties, responsibilities, and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function(s) or requirement(s) due to a disability as defined by the ADA as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUAL OPPORTUNITY EMPLOYER: The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all Federal law requirements, the County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department, and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of the County's employees to perform their job duties may result in discipline up to and including discharge from employment.

APPLY BY: December 20, 2021 at 4:00 PM CST.

TO APPLY: Submit a completed Will County Employment Application and/or resume to jobs@willcounty911.gov or by mail or hand delivery to Will County 9-1-1, 16911 W Laraway Rd, Suite #102, Joliet, IL 60433.

Only applicants selected for Interview will be notified of the selection process. Post-offer/Pre-employment drug test and fingerprint background check required.