

POSITION DESCRIPTION

Class Title: Coordinator, Rural Addressing & Mapping
Department: Addressing and Mapping
Employee Name:
Wage Rate: \$15.90 - \$26.39 (Sch. C, PG5)
Location: Washington County
FLSA Status: Non-Exempt
Approved Date:

Job Code Number:
DOT Code:
Employee ID:
Reports To: County Engineer ¹
Prepared By: Rural Addressing Coordinator
Approved By: Commissioners' Court

SUMMARY

To provide a wide variety of addressing, mapping, and clerical duties in support of management staff or a specific county function; and to provide general information and assistance to the public.

SUPERVISION RECEIVED

The Addressing Coordinator is hired and supervised by the County Engineer. ¹

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but not limited to the following:

- Administer and coordinate 9-1-1 addressing, GIS files and GPS mapping along with all associated issues relating to addressing, GIS and mapping.
- Responsible for providing the telephone companies, post offices, utility companies, emergency service providers, county road department, appraisal district and map book publishers with an updated database.
- Responsible for collecting accurate GPS data for structures within the county for new addresses, and roads within the County and Cities of Brenham and Burton using GPS Trimble unit. Also responsible for issuance of addresses in the City of Burton.
- Responsible for editing and maintaining the Master Street Address Guide (MSAG) for the County, and Cities of Brenham and Burton.
- Responsible for updating and correcting the state GIS Director database map for new and corrected roads, annexations, and any emergency response area changes.
- Responsible for providing telephone companies with error corrections for roads and addresses for the County, and also for the Cities of Brenham and Burton through the State GIS Director database.
- Responsible for submission of map Geodatabase file to BVCOG 911 GIS on a weekly basis for analysis.
- Responsible for updates to all map layers maintained by the county and cities required for the regional BVCOG VELA maps for the dispatching locations, and for the State Enterprise Geospatial Database Management System (EDGMS) maps for the online GIS Director program.
- Responsible for updating and submitting all map layers maintained by the county required for the Pictometry maps and the Zuercher maps used for county and city emergency response departments.
- Coordinate the new address assignment process with the post office, telephone company and BVCOG.
- Coordinate any address changes with the post office, telephone and utility companies, appraisal district, environmental and election office.
- Responsible for working with developers and Commissioners Court in the naming and signing of new subdivision roads.
- Responsible for all address assignments in the unincorporated areas of the County and the City of Burton with conformance to state, county and city established regulations and procedures.
- Liaison for the US Census Bureau for the County and the City of Burton.

- Compile data for special projects; collect and assemble data and background materials for a variety of reports and requests, including voting redistricting and elections.
- Assist the voter registrar chief deputy with address corrections, and all changes due to city annexation or county precinct redistricting.
- Assist with projects as needed and assigned.
- Responsible for maintenance of 911 inventory to include hardware and software.
- Responsible for reporting and maintaining financial records necessary for reimbursement from the State 9-1-1 Funds for addressing maintenance on a quarterly basis to the County Engineer.
- Responds to questions, requests and complaints from citizens regarding 9-1-1 addressing.
- Maintain addressing computer and GPS equipment.
- Organize and maintain storage and filing, including computer back-ups of addressing data.
- Additional job duties may be assigned.

PERIPHERAL DUTIES

NOTE: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school completion or equivalency, plus extensive knowledge of computer software and file management.
- Computer skills including Word, Excel, one to two years of GIS mapping, GPS collecting, and computer clerical experience.

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- ESRI GIS mapping including MapSAG.
- Trimble TerraFlex GPS training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Accepted addressing standards and methodologies.
- 9-1-1 database design and function (911Net and GIS Director).
- Working knowledge of GIS and GPS concepts is beneficial; must be willing to learn Trimble GPS TerraFlex and InSphere software to collect road and address data.
- Must be self-motivated, and administer all job responsibilities without any supervision.
- Must be extremely detail oriented with mapping data and also records management.
- Must have excellent spelling and grammar skills including business letter writing and basic report preparation.
- Must have knowledge of basic mathematical principles.
- Knowledge of modern office procedures, including records management and telephone etiquette.
- Ability to become familiar with state, county and private and the City of Burton roads and addresses.
- Ability to assist the public with the procedures required for new entrances for addressing, and guide them to the correct departments for inquiries and permits for address completion.
- Ability to communicate effectively in person, by phone, in writing and electronically, to interact in a courteous, respectful and effective manner with the general public, elected and appointed officials of the County and Cities, other organizations, and other County personnel.

CERTIFICATIONS, LICENSES & REGISTRATIONS

- Texas driver's license (by date of hire).

SPECIAL REQUIREMENTS

- Must be insurable with the County insurance carrier.
- Maintain a safe driving record throughout employment.

TOOLS AND EQUIPMENT USED

- Trimble GPS
- Computer
- Truck

PHYSICAL REQUIREMENTS

- Ability to sit and stand for long periods of time.
- Ability to drive in county truck for extended periods on county and private roads.
- Lifting and carrying light materials.

WORKING CONDITIONS

- Office environment: Exposure to computer screens.
- Field environment: Exposure to dangerous traffic conditions; exposure to weather and variable road conditions.

SELECTION GUIDELINES

- A formal Washington County application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five business days. The Human Resources Department is located at the Washington County Courthouse Annex, 105 W. Main Street, Suite 101, Brenham, Texas 77833.
- Washington County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department. As appropriate and under policy final selection recommendation will be made to the Washington County Commissioners' Court by the selection committee or hiring authority. Formal appointment approval by the Washington County Commissioners' Court may be required as established in policy.
- A review of education and experience; appropriate testing and interviews may be required. Oral interview(s), background check, physical agility, drug screening and pre-employment medical examination may be required as appropriate or under policy.
- Employment is contingent on passing post-offer, pre-employment, reasonable suspicion and/or periodic drug, criminal background investigations, and motor vehicle record reports as appropriate under policy.
- This job description does not constitute an employment agreement between the employer (Washington County) and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment relationship, and under no circumstances is this a contract for employment.

Signature of employee: _____

POSITION DESCRIPTION & ANNUAL PERFORMANCE REVIEW TRACKING

Date of Performance Review	Initials of Supervisor/Employee

1 - This position is currently under review for organizational transition. Final determination will be deliberated by the County Court.