

Western Arkansas Planning & Development District

**JOB DESCRIPTION**

Position: 911/GIS (Geographic Information Systems) Technician

Reports to: 911/GIS Analyst and Executive Director

**Position Overview**

Work with 911/GIS Analyst to monitor and maintain the integrity of the 911 addressing system in Crawford and Sebastian Counties. Duties include conducting extensive fieldwork and coordinating with the 911/GIS Analyst to secure and submit accurate information used to update the 911 database. Requires spatial awareness, and a technological “Savvy” approach. Must have a valid Driver’s License with a clean driving record, proof of current auto-insurance and ability to pass drug screen.

**Essential Job Functions**

*Assists 911/GIS Analyst with:*

- Working knowledge of GPS Equipment and software.
- Ensure accuracy and currency of address information.
- Working with county departments and utility companies in the relevant counties in matters involving GPS, waterlines, sewer systems, mapping and other areas related to addressing and GIS.
- Performing physically demanding fieldwork year-round in all types of weather.
- Maintaining professional working relationship with clients while performing fieldwork.
- Maintaining 911/GPS equipment and records to document addressing/location changes and conduct research to reconcile any address/location discrepancies.
- Requires travel to and from worksites.
- Must be self-motivated individual with ability to work independently and adhere to schedule.

*The duties and job functions may not encompass all assigned activities and will include other duties deemed necessary by the Executive Director.*