□DEPARTMENT: Mapping and Addressing JOB TITLE: 911 Coordinator

SUPERVISOR: County Judge

General Functions: Coordinate activities associated with 911 addressing within Leon County.

Coordinate mapping and GIS services.

* Collect all data (roads, driveways, cell towers, oilfield etc) with a GPS unit, process and submjt on a weekly basis to BVCOG GIS coordinator.
* Assign all new addresses, as well as correcting any erroneous addresses within Leon County. Assigning new road names to conform to Leon County Addressing System. Maintains contact and attend meetings with eight city officials, nine postal authorities, and numerous utility agents, for MSAG changes, new annexing, and addressing issues within Leon County.
* Coordinators are responsible for working with regional GIS agent to update the data to be loaded on the Mapped ALI (MapStar) system at the 9-1-1 PSAP with the latest road and structure files on no less than a quarterly basis. Trus includes Mapped ALI configuration, adding of layers, updating the Common Place and Preplan files.
* County Coordinators are responsible for error corrections & various other database resolution activities including Address Correction Forms (ACFs) and coordinating with involved entities (phone companies, postal,water companies etc.)
* Submitting on a quarterly basis, request for reimbursement based on the approved budget in the Interlocal Agreement and current strategjc plan. The county database maintenance coordinators are responsible for inventory and safeguarding of the equipment, software and database; and submitting New and Disposal Equipment Inventory forms as indicated in the Interlocal Agreement.
* Coordinate with Intrado (telephone company liaison) to keep listings current, correct errors etc.
* Coordinate to have a comprehensive reverse 911 system updated and active in Leon County.
* Coordinator maintains emergency, city, election, flood plain, road inventory and necessary GIS coverages for the county.
* Produce and distribute road and addressing signs as well as paper maps for emergency agencies.
* Attend training, meetings and workshops at BVCOG to discuss current database maintenance activities and or problem resolutions.
* Attend meetings with city and county officials for addressing problem resolutions.

QUALIFICATIONS: The county database maintenance coordinator must have knowledge in GPS, ArcView 9.3, MapSag and the Professional MSAG and Addressing software.

Must be able to work with officials (county, state, postal), as well as thegen- eral public, in a professional manner.