



Penobscot County

JOB POSTING

Emergency Management Agency

Job Title: Geospatial Database Manager	Hours: M-F typically
Department: Emergency Management Agency	FLSA Status: Non-Exempt
Reports to: Emergency Management Director	Approved By: County Commissioners
Pay Scale: \$23.45-\$29.67	Date: January 3, 2022

POSTING DATE: January 3, 2022

CLOSING DATE: January 24, 2022

HOW TO APPLY: Submit application to:

*Penobscot County
Attn: Human Relations
97 Hammond Street
Bangor, ME 04401*

Applications can be found at: <https://www.penobscot-county.net/employment> or the Human Relations office located on the 1st floor of the County Administration Building, 97 Hammond Street, Bangor

Job Summary:

Responsible for the Geographic Information System (GIS) program for Penobscot County Emergency Management Agency (EMA) and the County of Penobscot. Build rapport and establish collaborative relationships with a broad range of partners, including entities from the public, private and nonprofit sectors, academia, and municipal leaders to develop and promote GIS capabilities, technical support, and training countywide. Employee must be available 24/7/365 in case of an emergency and be available for daytime, evening, overnight, and/or weekend assignments. Assignments may include travel, training, exercises, attendance at meetings or conferences, Emergency Operations Center (EOC) activations, and/or fieldwork, some with little to no notice.

Essential Duties/Responsibilities:

- Developing, coding, maintaining, and integrating databases with GIS systems.
- Locating, analyzing, and presenting spatial data in the form of tables, graphs and charts to stakeholders.
- When requested, provide a full-spectrum of GIS services in support of the municipalities, unorganized territories and critical infrastructure within Penobscot County.

- Performs analysis on a broad variety of geodatabases and business data as related to Public Safety applications, such as Computer-Aided Dispatch (CAD) and Enhanced 9-1-1.
- Develop and deliver instructional and educational materials for both the public and governmental partners. Conduct presentations to civic organizations, agency partners, and public and private institutions on *all-hazards, whole community* GIS applications.
- Serve as the County's Emergency Operations Center (EOC) GIS Specialist during emergent crises by displaying situational awareness incident mapping.
- Work as a member of the EMA team in the performance of duties.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Understand and work within Penobscot County Government Policies and Procedures.
- Exercise high professional ethical standards. Maintain confidentiality. Exercise sound judgment and discretions when dealing with sensitive or other protected information encountered during course of work.
- Performs other similar duties as assigned or required.

Knowledge, Skills and Abilities Required:

- Bachelor's degree in a closely-related field accredited by the U.S. Department of Education; **OR** Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Knowledge of spatial data concepts, cartographic principles, and mapping techniques.
- Knowledge with FEMA Risk Mapping, Assessment and Planning (Risk MAP) program.
- Knowledge with U.S. EPA's Computer-Aided Management of Emergency Operations (CAMEO) suite.
- Skills in reading and interpreting engineering documents, surveys, topographic information, and aerial photography.
- Skills in using practical programming and/or scripting languages (*e.g., Python, etc.*).
- Skills in working with Lidar and with spatial data analysis software (*e.g., ArcGIS, etc.*).
- Ability to communicate effectively, both orally and in writing, with all constituents.
- Ability to Remain objective in sensitive situations and maintain constructive working relationships while seeking conflict resolution.
- Ability to analyze and evaluate department operation, applying judgment and discretion in resolving problems and interpreting policies and regulations. Collect, assimilate, and analyze data and information related to operations, equipment, and functions, and prepare appropriate recommendations.
- Ability to apply judgment and discretion in making strategic decisions affecting emergency management programs and operations. Work independently without regular direction, and troubleshoot problems in assigned area of responsibility.
- Ability to develop, prioritize, balance, and complete long- and short-term goals. Develop related departmental projects, objectives, and budget. Leverage resources and coordinate with internal and external partners to achieve goals.

Work Environment:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office conditions, the noise level is usually quiet. Travel throughout Maine to attend meetings, training, and disaster exercises directly related to GIS, emergency management, hazardous material storage, and release, and commodity transportation. May be required to work outdoors in all weather conditions for training, disaster exercises, and real-world incident management.

Physical Demands/Conditions Requirements:

The physical requirements described here represent those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand (at times for prolonged periods), communicate effectively and actively listen. The employee is occasionally required to stand, walk, climb, crouch, crawl, bend, push/pull/drag objects, and use hands repetitively to support emergency management functions and missions. The employee may occasionally lift and/or move up to 20 pounds.

Penobscot County provides equal opportunity to all qualified employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.